

**Transnet Freight Rail**

An Operating Division of **TRANSNET SOC LTD**

[Registration No. 1990/000900/30]

REQUEST FOR PROPOSAL

FOR THE SUPPLY OF LAYOUT, DESIGN AND PRINTING SERVICES OF STANDARD/REPETITIVE AND NON-STANDARD/NON-REPETITIVE ITEMS TO TFR NATIONALLY FOR A PERIOD OF TWO YEARS (24 MONTHS) ON AN "AS AND WHEN REQUIRED" BASIS.

RFP NUMBER	HOAC_HO_14963
ISSUE DATE:	09 th March 2015
CLOSING DATE:	31 st March 2015
CLOSING TIME:	10:00
BID VALIDITY PERIOD:	30 November 2015

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"PREVIEW COPY ONLY"

LIST OF ACRONYMS

B-BBEE	Broad-Based Black Economic Empowerment
CD	Compact/computer disc
DAC	Divisional Acquisition Council
EME	Exempted Micro Enterprise
GBC	General Bid Conditions
ID	Identity Document
JV	Joint Venture
LOI	Letter of Intent
NDA	Non-Disclosure Agreement
OD	Transnet Operating Division
PPPFA	Preferential Procurement Policy Framework Act
PTN	Post-Tender Negotiations
QSE	Qualifying Small Enterprise
RFP	Request for Proposal
SD	Supplier Development
SME	Small Medium Enterprise
SOC	State Owned Company
TFRAC	Transnet Freight Rail Acquisition Council
TCO	Total Cost of Ownership
VAT	Value-Added Tax
ZAR	South African Rand

FOR THE SUPPLY OF LAYOUT, DESIGN AND PRINTING SERVICES OF STANDARD/REPETITIVE AND NON-STANDARD/NON-REPETITIVE ITEMS TO TFR NATIONALLY FOR A PERIOD OF TWO YEARS(24 MONTHS) ON AN "AS AND WHEN REQUIRED" BASIS.

Section 1: NOTICE TO BIDDERS

Invitation to bid

Responses to this RFP [hereinafter referred to as a **Bid** or a **Proposal**] are requested from persons, companies, close corporations or enterprises [hereinafter referred to as an **entity, Respondent** or **Bidder**].

DESCRIPTION	FOR THE SUPPLY OF LAYOUT, DESIGN AND PRINTING SERVICES OF STANDARD/REPETITIVE AND NON-STANDARD/NON-REPETITIVE ITEMS TO TFR NATIONALLY FOR A PERIOD OF TWO YEARS (24 MONTHS) ON AN "AS AND WHEN REQUIRED" BASIS.
BID FEE AND BANKING DETAILS	<p>R1000 [inclusive of VAT] per set. Payment is to be made as follows:</p> <p>Bank: Standard Bank Account Number: 203158598 Branch code: 004805 Account Name: Transnet Freight Rail Reference: HOAC_HO_14963</p> <p>NOTE – This amount is non-refundable. A receipt for such payment made must be presented when collecting the RFP documents and submitted thereafter with your Proposal.</p>
INSPECT / COLLECT DOCUMENTS FROM	RFP documents may be obtained on and after Monday , 09th March 2015 at the RECEPTION, TENDER ADVICE CENTRE, INYANDA HOUSE 1, GROUND FLOOR, 21 WELLINGTON ROAD, PARKTOWN, JOHANNESBURG during the office hours 08h00 to 15h00 and a non-refundable tender fee as indicated above is applicable per tender.
ISSUE DATE AND COLLECTION DATE DEADLINE	<p>Between 07H30:00 and 15:00 from 09th March 2015 until 18th March 2015.</p> <p>Note: If a bid fee is applicable, payment must be effected prior to the deadline for collection. Pursuant to this requirement, should a third party [such as a courier] be instructed to collect RFP documents on behalf of a Respondent, please ensure that this person [the third party] has a "proof of payment" receipt for presentation to Transnet when collecting the RFP documents.</p>
COMPULSORY BRIEFING SESSION	Yes Refer to paragraph 1 for details.
CLOSING DATE	<p>10:00 on Tuesday, 31st March 2015 Bidders must ensure that bids are delivered timeously to the correct address.</p> <p>As a general rule, if a bid is late or delivered to the incorrect address, it will not be accepted for consideration.</p>

Any additional information or clarification will be e-mailed to all Respondents, if necessary.

1 FORMAL BRIEFING

A compulsory RFP briefing will be conducted at Umjantshi Boardroom C, situated on the ground floor, Inyanda House 2, 15 Girton Road, Parktown on Thursday, 19th March 2015 from 10H00 to approximately 11:30. [Respondents are to provide their own transportation and accommodation]. The briefing session will start punctually and information will not be repeated for the benefit of Respondents arriving late.

- 1.1 A Certificate of Attendance in the form set out in Section 16 hereto must be completed and submitted with your Proposal as proof of attendance is required for a **compulsory** site meeting and/or RFP briefing.
- 1.2 Respondents failing to attend the compulsory RFP briefing will be disqualified.
- 1.3 Respondents without a valid RFP document in their possession will not be allowed to attend the RFP briefing.

2 PROPOSAL SUBMISSION

Proposals **in duplicate [1 original and 1 copy] plus a CD copy** must reach the Secretariat HOAC before the closing hour on the date shown below, and must be enclosed in a file/s which must have inscribed on the outside:

RFP No:	HOAC_HO_14963
Description	FOR THE SUPPLY OF LAYOUT, DESIGN AND PRINTING SERVICES OF STANDARD/REPETITIVE AND NON-STANDARD/NON-REPETITIVE ITEMS TO TFR NATIONALLY FOR A PERIOD OF TWO YEARS (24 MONTHS) ON AN "AS AND WHEN REQUIRED" BASIS.
Closing date and time:	Tuesday, 31 st March 2015 at 10:00am
Closing address	[Refer to options in paragraph 3 below]

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

3 DELIVERY INSTRUCTIONS FOR RFP

3.1 Delivery by hand

If delivered by hand, the envelope is to be deposited in the TRANSNET tender box which is located at, Inyanda No 1, Ground Floor, 21 Wellington Road Parktown, and should be addressed as follows:

<p>THE CHAIRPERSON</p> <p>TRANSNET FREIGHT RAIL ACQUISITION</p> <p>COUNCIL</p> <p>GROUND FLOOR</p> <p>TENDER BOX</p> <p>Inyanda No 1</p> <p>21 Wellington Road</p> <p>Parktown</p>
--

- a) The measurements of the "tender slot" are 400mm wide x 100mm high, and Respondents must please ensure that response documents or files are no larger than the above dimensions. Responses which are too bulky [i.e. more than 100mm thick] must be split into two or more files, and placed in separate envelopes, each such envelope to be addressed as required in paragraph 2 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 per day, 7 days a week.

3.2 Dispatch by courier

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

**THE CHAIRPERSON
TRANSNET FREIGHT RAIL ACQUISITION
COUNCIL
GROUND FLOOR
21 WELLINGTON ROAD
PARKTOWN**

- 3.3 If responses are not delivered as stipulated herein, such responses will not be considered.
- 3.4 No email or faxed responses will be considered, unless otherwise stated herein.
- 3.5 The responses to this RFP 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 Proposals / information received, i.e. pricing, delivery, etc. The names and locations of the Respondents will be divulged to other Respondents upon request.
- 3.6 Envelopes must not contain documents relating to any RFP other than that shown on the envelope.

4 BROAD-BASED BLACK ECONOMIC EMPOWERMENT AND SOCIO-ECONOMIC OBLIGATIONS

Transnet fully endorses and supports the Government's objective of Broad-Based Black Economic Empowerment and it is strongly of the opinion that all South African business enterprises have an equal obligation to redress the imbalances of the past.

Transnet would therefore prefer to do business with enterprises who share these same values and who are prepared to contribute to meaningful B-BBEE initiatives [including, but not limited to subcontracting and Joint Ventures] as part of their tendered responses. All procurement transactions will be evaluated accordingly.

4.1 B-BBEE Scorecard and Rating

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

- The 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

- Bidders are to note that if the 80/20 preference point system is stipulated in this RFP and all Bids received exceed R1 000 000.00, the RFP must be cancelled. **Similarly, if the 90/10 preference point system is stipulated in this RFP and all Bids received are equal to or below R1 000 000.00, the RFP must be cancelled.**

The value of this bid is estimated to be equal to or exceed R1 000 000 (all applicable taxes included); and therefore the **90/10** system shall be applicable.

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

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

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

Respondents are required to complete Section 14 [the B-BBEE Preference Point Claim Form] and submit it together with proof of their B-BBEE Status as stipulated in the Claim Form in order to obtain preference points for their B-BBEE status.

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

4.2 **B-BBEE Joint Ventures or Consortiums**

Respondents who would wish to respond to this RFP as a Joint Venture [JV] or consortium with B-BBEE entities, must state their intention to do so in their RFP submission. Such Respondents must also submit a signed JV or consortium agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party. If such a JV or consortium agreement is unavailable, the partners must submit confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by Transnet through this RFP process. This written confirmation must clearly indicate the percentage [%] split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to Transnet.

Respondents are to note the requirements for B-BBEE compliance of JVs or consortiums as required by Section 14 [the B-BBEE Preference Point Claim Form] and submit it together with proof of their B-

BBEE Status as stipulated in the Claim Form in order to obtain preference points for their B-BBEE status.

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

4.3 **Subcontracting**

Transnet fully endorses Government's transformation and empowerment objectives and when contemplating subcontracting Respondents are requested to give preference to companies which are Black Owned, Black Women Owned, Black Youth Owned, owned by Black People with Disabilities, EMEs and QSEs including any companies designated as B-BBEE Facilitators¹.

If contemplating subcontracting, please note that a Respondent will not be awarded points for B-BBEE if it is indicated in its Proposal that such Respondent intends subcontracting more than 25% [twenty-five per cent] of the value of the contract to an entity/entities that do not qualify for at least the same points that the Respondent qualifies for, unless the intended subcontractor is an EME with the capability to execute the contract.

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.

In terms of Section 14 of this RFP [the B-BBEE Preference Point Claim Form] Respondents are required to indicate the percentage of the contract that will be sub-contracted as well as the B-BBEE status of the sub-contractor/s.

4.4 **B-BBEE Improvement Plan**

Transnet encourages its Service Providers to constantly strive to improve their B-BBEE rating. Whereas Respondents will be allocated points in terms of a preference point system based on its B-BBEE scorecard to be assessed as detailed in paragraph 5.1 above, in addition to such scoring, Transnet also requests that Respondents submit a B-BBEE improvement plan. Respondents are therefore requested to indicate the extent to which they will maintain or improve their B-BBEE status.

Respondents are requested to submit their B-BBEE Improvement Plan as an additional document with their Proposals by completion of Section 20 appended hereto.

4.5 **Supplier Development Initiatives**

Historically in South Africa there has been a lack of investment in infrastructure, skills and capability development and inequality in the income distribution and wealth of a significant portion of the population. There have been a number of Government initiatives developed to address these challenges. In particular, the New Growth Path [NGP] and New Development Plan [NDP] aligns and

¹ The Minister of the Department of Trade and Industry has the power to designate certain Organs of State or Public Entities as B-BBEE Facilitators. For example, the South African National Military Veterans' Association (SANMVA) has been designated as a B-BBEE Facilitator. As such they will be treated as having rights of ownership held 100% by Black People, 40% by Black Women and 20% by Black designated groups.

builds on previous policies to ensure the achievement of Government's development objectives for South Africa.

Transnet fully endorses and supports Government's economic policies through its facilitation of Supplier Development [SD] initiatives. Hence Respondents are required to submit their commitments with regard to Supplier Development Initiatives over the duration of this contract.

As a prequalification criterion to participate in this bid, Respondents are required to provide a commitment that the monetary value of all SD initiatives to be undertaken by them will not be less than 10% [ten percent] of the contract value.

All Respondents must refer to Section 18 for instructions and complete Section 19 [Declaration of Supplier Development Commitments] as this is a mandatory returnable document. In addition, Respondents are required to submit a SD Value Summary, Annexure D and Supplier Development plan Annexure C as these are required as essential returnable documents

Note: Should a JV be envisaged the principal respondent is required to submit the required responses as indicated above.

The commitments made by the successful Respondents will be incorporated as a term of the contract and monitored for compliance.

5 COMMUNICATION

- 5.1 For specific queries relating to this RFP, an RFP Clarification Request Form should be submitted to [Tarryn.Foster@transnet.net] by **12:00 on Tuesday, 24th March 2015**, substantially in the form set out in Section 12 hereto. In the interest of fairness and transparency Transnet's response to such a query will then be made available to the other Respondents who have collected RFP documents. For this purpose Transnet will communicate with Respondents using the contact details provided to the Secretariat on issue of the bid documentation to the Respondent. Kindly ensure that you provide the Secretariat with the **correct** contact details, as Transnet will not accept responsibility for being unable to contact a bidder who provided incorrect contact details.
- 5.2 After the closing date of the RFP, a Respondent may only communicate with the Secretariat of the Transnet Freight Rail Acquisition Council, at telephone number 011-544-9486 or e-mail: Prudence.Nkabinde@transnet.net on any matter relating to its RFP Proposal.
- 5.3 Respondents are to note that changes to its submission will not be considered after the closing date. Respondents are warned that a Proposal will be liable to disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer or employee of Transnet in respect of this RFP between the closing date and the date of the award of the business. Furthermore, Respondents found to be in collusion with one another will be automatically disqualified and restricted from doing business with Transnet in the future.

6 INSTRUCTIONS FOR COMPLETING THE RFP

- 6.1 Proposals must be submitted in duplicate hard copies [1 original and 1 copy and an electronic copy submitted on a CD] and must be bound neatly, sequentially and legibly.
- 6.2 Sign one set of original document [sign, stamp and date the bottom of each page]. This set will serve as the legal and binding copy. A duplicate set of documents are required. The second hard copy set must be a copy of the original signed Proposal and a scanned copy of the proposal in its entirety to be submitted on a CD.
- 6.3 A CD copy of the RFP Proposal must be submitted. Please provide files in MS Word / Excel format, not PDF versions, noting that the signed original set will be legally binding.
- 6.4 Both sets of documents are to be submitted to the address specified in paragraph 3 above.
- 6.5 **All returnable documents tabled in the Proposal Form [Section 4] must be returned with your Proposal.**
- 6.6 Unless otherwise expressly stated, all Proposals furnished pursuant to this RFP shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated.
- 6.7 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 RFP documents.

7 COMPLIANCE

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

8 DISCLAIMERS

Respondents are hereby advised that Transnet is not committed to any course of action as a result of its issuance of this RFP and/or its receipt of Proposals. In particular, please note that Transnet reserves the right to:

- 8.1 Modify the RFP's Services and request Respondents to re-bid on any such changes;
- 8.2 Reject any Proposal which does not conform to instructions and specifications which are detailed herein;
- 8.3 Disqualify Proposals submitted after the stated submission deadline [Closing Date];
- 8.4 Not necessarily accept the lowest priced Proposal or an alternative bid;
- 8.5 Reject all Proposals, if it so decides;
- 8.6 Withdraw the RFP on good cause shown;
- 8.7 Award a contract in connection with this Proposal at any time after the RFP's closing date;
- 8.8 Award a contract for only a portion of the proposed Services which are reflected in the scope of this RFP;
- 8.9 Split the award of the contract between more than one Service Provider; or
- 8.10 Make no award of a contract.

In addition, Transnet reserves the right to exclude any Respondent from the bidding process who has been found guilty 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 declare such serious breach of law during the past 5 [five] years in Section 11 *[Breach of Law]*.

Furthermore, Transnet reserves the right to visit the Respondent's place of manufacture and/or workshop and/or office premises to confirm what is proposed for the purpose of this tender during this RFP process.

Transnet reserves the right to undertake post-tender negotiations [PTN] with selected Respondents or any number of short-listed Respondents, such PTN to include, at Transnet's option, any evaluation criteria listed in this RFP document.

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

Transnet reserves the right to lower the threshold for Technical by 10% [Ten percent] if no Bidders pass the predetermined minimum threshold in respect of Technical.

Kindly note that Transnet will not reimburse any Respondent for any preparatory costs or other work performed in connection with its Proposal, whether or not the Respondent is awarded a contract.

9 LEGAL REVIEW

A Proposal submitted by a Respondent will be subjected to review and acceptance or rejection of its proposed contractual terms and conditions by Transnet's Legal Counsel, prior to consideration for an award of business.

Transnet urges its clients, suppliers and the general public

To report any fraud or corruption to

TIP-OFFS ANONYMOUS: 0800 003 056

**RFP FOR THE PROVISION OF
LAYOUT, DESIGN AND PRINTING SERVICES OF STANDARD/REPETITIVE AND NON-
STANDARD/NON-REPETITIVE ITEMS TO TFR NATIONALLY FOR A PERIOD OF TWO
YEARS (24 MONTHS) ON AN "AS AND WHEN REQUIRED" BASIS.**

Section 2: BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS

1 BACKGROUND

Different departments within Transnet Freight Rail have different strategic and operational communication needs and therefore different needs for design and printing services.

The School of Rail requires training manuals while The Blue Train requires promotional and operational material printing services. Safety awareness materials are key components within TFR and the printing of such material becomes the core requirement for TFR to comply with the provisions of the company's safety policies and Rail Safety Regulator.

Human Capital, Supply Chain Services and Corporate Communications departments play a pivotal role in ensuring that the business mandates are communicated widely to all staff.

Corporate Affairs embarked on the consolidation of the overall TFR corporate printed requirements.

2 EXECUTIVE OVERVIEW

Transnet Freight Rail's Corporate Affairs department is currently looking at procuring layout, design and printing services over a two year (24 Month) contract period. In September 2012 Corporate Affairs signed a contract for publishing, layout, design and printing services of standard/repetitive and non-standard/non-repetitive items. During 2012, the School of Rail signed a different printing contract, November 2013. The Blue Train signed a printing contract in 2013. Having different contracts has resulted in a number of problems such as:

- Inconsistency in the application of the brand, non-compliance to the brand standards.
- Lack of brand uniformity and standardisation in brand application.
- Lack of adherence and control of timelines.
- Increased cost for national delivery instead of discounted delivery costs on the basis of volumes.

The purpose of the print tender is:

- To find a single supplier of this service required by TFR in its entirety.
- Lower the risk of inconsistency in brand application and corporate identity.
- Improve service delivery.
- Allow TFR Corporate Affairs proactive control and monitoring of TFR printing spend.

The design objectives are:

- Access to technology that will allow or create a virtual exchange of information.
- Have Litho and Digital printed material and have the capacity and resources (machinery, technology and skilled people) needed to service Transnet Freight Rail's design and printing requirements.

Proposed Solution: The proposed solution is to award a contract to a printing supplier in order to service Transnet Freight Rail in its entirety in terms of the printing and design requirements. The bidder's outputs need to meet the objective of the design and technical requirements set out in this tender document.

3 SCOPE OF REQUIREMENTS

This scope of work sets out the procurement event, which entails

- Layout, design and print services
 - Non repetitive material
 - The availability of Litho and Digital printing equipment will form part of the qualification to proceed to the technical scope evaluation- See Mandatory Clause by Clause Questionnaire (Annexure B)
2. Transnet Freight Rail's CFET reserves the right to at any time during this tender process, confirm the availability of the required equipment by conducting site visits. Should the need arise to perform this exercise and a bidder fails to illustrate its ability to provide the Goods/Services proposed in order to achieve the requirement of this tender, this may have a negative effect on the score a bidder may obtain during evaluations.

4 Mandatory Requirements

- Must have Litho and Digital printing machines. Litho Machines handle high volumes of printed production while digital machines are faster and appropriate for less bulky print jobs. If the supplier cannot provide proof of ownership or a lease agreement of lithographic and digital machines, the supplier will not be considered.
- Must have in-house layout and design service. If the supplier does not have this he will be disqualified.

• DELIVERY- Clarify delivery

As prescribed in terms of the PPPFA and its Regulations, Respondents are to note the following:

- Functionality is included as a threshold with a prescribed percentage threshold of 100%

*Respondents must complete and submit **Annexure B**– Which includes a Technical Questionnaire – which will enable successful bidders who meet or exceed the 100% threshold to proceed to the next stages of the evaluation process. .*

A Respondent's compliance with the minimum functionality/technical threshold will be measured by their response to Annexure B.

4 GREEN ECONOMY / CARBON FOOTPRINT

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

5 GENERAL SERVICE PROVIDER OBLIGATIONS

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

6 EXCHANGE AND REMITTANCE

The attention of the Respondents is directed to clause 16 [*Exchange and Remittance*] of the General Bid Conditions appended hereto. If Transnet is requested by the Respondent to effect payment overseas direct to the Respondent's principal or service provider, which is not a registered South African Company please

complete the details below, using the rate of exchange published by the South African Reserve Bank 7 [seven] calendar days before the closing date of this RFP:

6.1 ZAR 1.00 [South African currency] being equal to _____ *[foreign currency]*

6.2 _____ % in relation to tendered price(s) to be remitted overseas by Transnet

6.3 _____ *[Name of country to which payment is to be made]*

6.4 Beneficiary details:

Name *[Account holder]* _____

Bank *[Name and branch code]* _____

Swift code _____

Country _____

6.5 _____ *[Applicable base date of Exchange Rate used]*

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

7 SERVICE LEVELS

- 7.1 An experienced account representative(s) is required to work with Transnet's procurement department. [No sales representatives are needed for individual department or locations]. Additionally, there shall be a minimal number of people, fully informed and accountable for this agreement.
- 7.2 Transnet will have quarterly reviews with the Service Provider's account representative on an on-going basis.
- 7.3 Transnet reserves the right to request that any member of the Service Provider's team involved on the Transnet account be replaced if deemed not to be adding value for Transnet.
- 7.4 The Service Provider guarantees that it will achieve a 95% [ninety-five per cent] service level on the following measures:
- Random checks on compliance specifications
 - On-time deliverables
- 7.5 The Service Provider must provide a telephone number and e-mail address for customer service calls.
- 7.6 Failure of the Service Provider to comply with stated service level requirements will give Transnet the right to cancel the contract in whole, without penalty to Transnet, giving 30 [thirty] days' notice to the Service Provider of its intention to do so.

Acceptance of Service Levels:

YES	
------------	--

NO	
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8 RISK

Respondents must elaborate on the control measures put in place by their entity, which would mitigate the risk to Transnet pertaining to potential non-performance by a Service Provider, in relation to:

8.1 Quality of Services delivered:

8.2 Continuity of the provision of Services:

8.3 Compliance with the Occupational Health and Safety Act, 85 of 1993:

9 REFERENCES

Please provide a minimum of five (5) verifiable reference letters of previous and/or existing customers.

10 FINANCIAL STABILITY

Respondents are required to submit their audited financial statements for the past 3 years with their Proposal in order to enable Transnet to establish financial stability.

Financial stability will be evaluated as prequalification, respondents who are found to **not** be Financially stable will **not** be disqualified, however TFR will request that the respondents take out a performance bond should the contract be awarded to that particular respondent.

The following 7 key ratios (liquidity and profitability) will be utilised to determine the scoring for financial stability:

1	Gearing	Total Liabilities/Total Debt + Total Liabilities
2	Current Ratio	Current Assets/ Current Liabilities
3	Net Profit %	NPAT/Revenue
4	Return on Equity	NPAT/Total Equity
5	Return on Assets	PBT/Total Assets
6	Cash interest cover	EBIT/Net Finance Charges
7	Cash Flow % on revenue	Cash generated from operating activities as a % of revenue

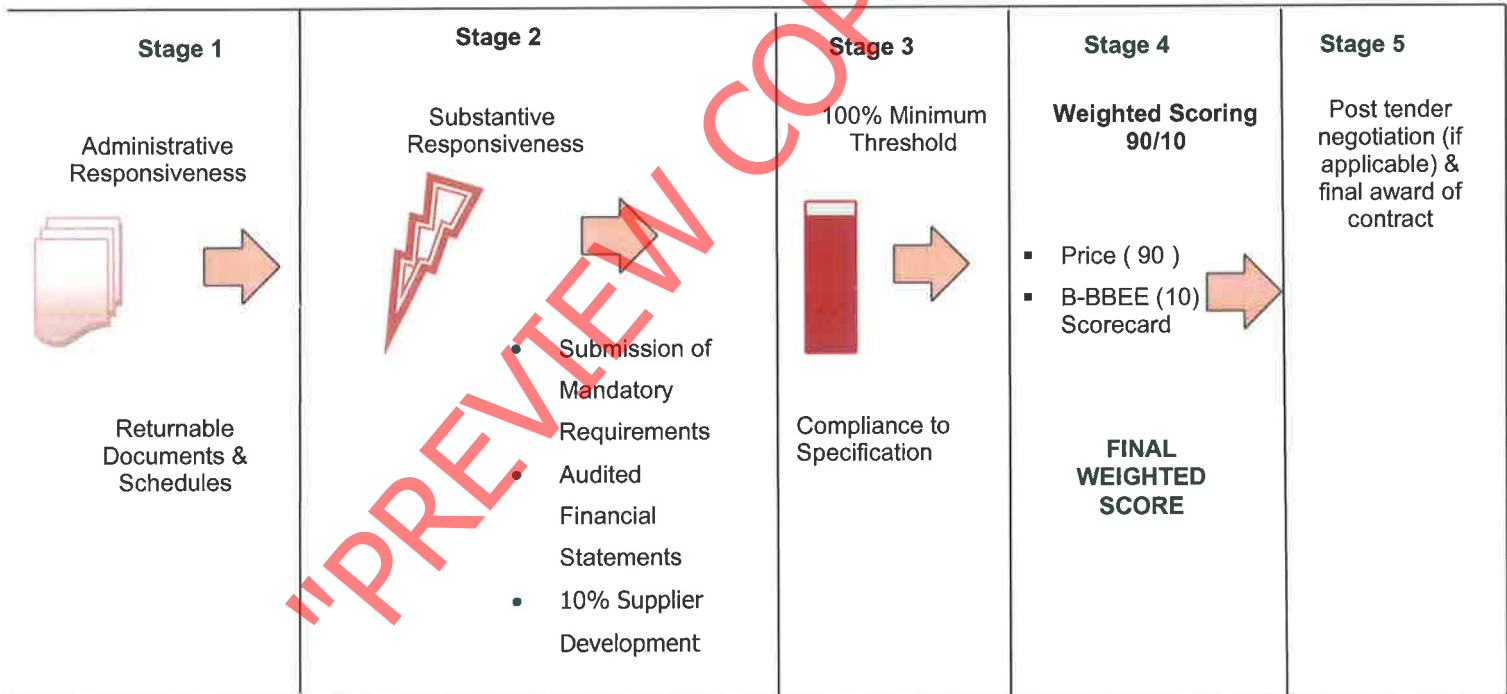
11 EVALUATION METHODOLOGY

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

PRE-QUALIFICATION AND EVALUATION METHODOLOGY AND CRITERIA

11.1 Transnet will utilise the following methodology and criteria in selecting a preferred Service Provider, if so required:

Pre-Qualification Criteria	Minimum Threshold [%]
Complete Submission of all returnable documents	100%
Material Responsiveness	100%
Supplier Development	10%
Compliance to Specification	100%
Evaluation Criteria	Final Weighted Scores
Price	90
B-BBEE - Scorecard	10
TOTAL SCORE:	100



11.2 STAGE ONE: Test for Administrative Responsiveness

The test for administrative responsiveness will include the following:

Administrative responsiveness check
<ul style="list-style-type: none"> • Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time
<ul style="list-style-type: none"> • Verify the validity of all returnable documents

(a) STAGE TWO: (Test for Substantive Responsiveness to RFP)

Substantive responsiveness will be tested against whether a Bid conforms to all the terms, conditions, scope and/or specifications of the bid documents. Financial stability will be evaluated as a prequalification, respondents who are found to not be financially stable will not be disqualified, however TFR will request that the respondents take out a performance bond should the contract be awarded to that particular respondent.

Pre-Qualification Requirements
<ul style="list-style-type: none"> • Digital print machines • Litho Print machines (Lease and/or Purchase Agreements) • Must have In-house layout and design service
<ul style="list-style-type: none"> • Submission of mandatory Requirements • Audited Financial Statements • Supplier Development will be incorporated as a pre-qualification criterion of 10%. Bidders need to commit to at least 10% of the contract value.

Bidders will be required to meet the requirements of the administrative responsiveness and substantive responsiveness in order to progress to the next stage of evaluation.

11.3 STAGE ONE: Test for Administrative Responsiveness

The test for administrative responsiveness will include the following:

Administrative responsiveness check	RFP Reference
<ul style="list-style-type: none"> Whether the Bid has been lodged on time 	<i>Section 1 paragraph 3</i>
<ul style="list-style-type: none"> Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time 	<i>Section 4</i>
<ul style="list-style-type: none"> Verify the validity of all returnable documents 	<i>Section 4, page 24 and 25</i>

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

11.4 STAGE TWO: Test for Substantive Responsiveness to RFP

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

Check for substantive responsiveness	RFP Reference
<ul style="list-style-type: none"> Whether any general pre-qualification criteria set by Transnet, have been met 	<i>Section 1 paragraphs 2.2, 6, 10.3 Section 4 – validity period Appendix (i), General Bid Conditions clause 19 Sections 10, 11</i>
<ul style="list-style-type: none"> Whether the Bid contains a priced offer 	<i>Section 3</i>
<ul style="list-style-type: none"> Whether the Bid materially complies with the scope and/or specification given 	<i>All Sections</i>
<ul style="list-style-type: none"> Whether any Technical pre-qualification set by Transnet have been met as follows: <ul style="list-style-type: none"> - Technical Questionnaire (Annexure B) 	<i>Section 2 – Scope of Work and Annexure B- Technical Questionnaire</i>
<ul style="list-style-type: none"> Whether the Bid contains a commitment that the monetary value of all SD initiatives to be undertaken by the Respondent will not be less than 10 % [ten percent] of the contract value. 	<i>Section 1 paragraph 4.5</i>
<ul style="list-style-type: none"> Entity's financial stability 	<i>Audited financial statements, Section 2 paragraph 10</i>

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

STAGE THREE Minimum Threshold 100% for Technical Criteria

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

Technical Criteria	100% Compliance	RFP Reference
Digital print machines	Mandatory	<i>Annexure B Technical Questionnaire</i>
Litho Print machines	Mandatory	<i>Annexure B Technical Questionnaire</i>
In-house layout design and employment contract with Bidder: Qualified In House designers- 3 year Graphic Design Diploma; Experienced Copywriter/s - Letter / CV from bidder confirming Copywriter/s' minimum 3 years' experience and employment contract with bidder	Mandatory	<i>Annexure B Technical Questionnaire</i>

*NB If none of the bidders participating in this tender meet the **100% technical threshold**, Transnet reserves the right to reduce the threshold to a **90% technical threshold**.*

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

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

11.5 STAGE FOUR: Evaluation and Final Weighted Scoring

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

Evaluation Criteria	RFP Reference
• Commercial offer	<i>Section 3</i>

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

- B-BBEE - current scorecard / B-BBEE Preference Points Claims Form [*Section 14*]
- Preference points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table indicated in Section 14, paragraph 4.1:

11.6 SUMMARY: Applicable Thresholds and Final Evaluated Weightings

Thresholds	Minimum Percentage [%]
Technical / functionality	100

Evaluation Criteria	Final Weighted Scores
Price	90
B-BBEE - Scorecard	10
TOTAL SCORE:	100

12 STAGE FIVE: Post Tender Negotiations (if applicable)

Transnet reserves the right to conduct post tender negotiations with a shortlist of Respondent(s). The shortlist could comprise of one or more Respondents. Should Transnet conduct post tender negotiations, Respondents will be requested to provide their best and final offers to Transnet based on such negotiations. A final evaluation will be conducted in terms of 90/10 and the contract will be negotiated and awarded to the successful Respondent(s).

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FOR THE SUPPLY OF LAYOUT, DESIGN AND PRINTING SERVICES OF STANDARD/REPETITIVE AND NON-STANDARD/NON-REPETITIVE ITEMS TO TFR NATIONALLY FOR A PERIOD OF TWO YEARS(24 MONTHS) ON AN "AS AND WHEN REQUIRED" BASIS.

Section 3: PRICING AND DELIVERY SCHEDULE

Respondents are required to Annexure A1 and A2 Attached hereto: Pricing Schedule

Notes to Pricing: Bidders are to note very importantly that 100% of the items should be quoted on as per Annexure A (Specification list A and B) to be considered for further evaluation.

- a) Prices must be quoted in South African Rand, exclusive of VAT
 - b) Prices quoted must be held valid 30 September 2015.
 - c) To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this pricing schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non responsive.
 - d) 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.
 - e) Respondents are to indicate whether prices quoted would be subject to adjustment after a period of 12 months, and if so which proposed adjustment factor(s) would be utilised
- Pricing has to be captured electronically on the CD provided with the pricing schedule and returned with bidders' proposals.

It is the responsibility of the participating bidder to ensure that a quote is provided on 100% of the items in "Annexure A" as well as ensure that all costs are provided for in the quote submitted for printing including but not limited to delivery etc.

- a) A breakdown of a bidders' pricing structure with reference to all printing related costs per item, is required which has to be included in the pricing proposal.

Pricing must be populated by bidders on CD's in soft copy and consolidated during evaluations by Finance representatives.

Annual price increases for all printing related requirements must be clearly indicated.

The rate charged per item is fixed subject to price escalation on the anniversary of neither the contract nor more than CPI as released by STAST SA from time to time.

Variable services:

An indication of cost per item (reduced) when buying more quantities, must be clearly indicated per item as per pricing schedule provided i.e. bulk printing prices/rates etc.

FOR THE SUPPLY OF LAYOUT, DESIGN AND PRINTING SERVICES OF STANDARD/REPETITIVE AND NON-STANDARD/NON-REPETITIVE ITEMS TO TFR NATIONALLY FOR A PERIOD OF TWO YEARS(24 MONTHS) ON AN "AS AND WHEN REQUIRED" BASIS.

Section 4: PROPOSAL FORM

I/We _____

[Name of entity, company, close corporation or partnership]

Of [full address]

Carrying on business trading/operating as _____

Represented by _____

In my capacity as _____

being duly authorised thereto by a Resolution of the Board of Directors or Members or Certificate of Partners, as per Section 6 of this RFP (a certified copy of which is annexed hereto) hereby offer to supply the abovementioned Goods at the prices quoted in the schedule of prices in accordance with the terms set forth in the documents listed in the accompanying schedule of RFP documents.

I/We agree to be bound by those conditions in Transnet's:

- (i) Terms and Conditions of Contract - Services;
- (ii) General Bid Conditions – Services; and
- (iii) Any other standard or special conditions mentioned and/or embodied in this Request for Proposal.

I/We accept that unless Transnet should otherwise decide and so inform me/us in the letter of award/intent, this Proposal [and, if any, its covering letter and any subsequent exchange of correspondence], together with Transnet's acceptance thereof shall constitute a binding contract between Transnet and me/us.

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

I/We further agree that if, after I/we have been notified of the acceptance of my/our Proposal, I/we fail to enter into a formal contract if called upon to do so, or fail to commence the provision of Services within 4 [four] weeks thereafter, Transnet may, without prejudice to any other legal remedy which it may have, recover from me/us any expense to which it may have been put in calling for Proposals afresh and/or having to accept any less favourable Proposal.

I/We accept that any contract resulting from this offer will be for a period of two year (24 Months) only. Furthermore, I/we agree to a penalty clause/s to be negotiated with Transnet, which will allow Transnet to invoke a penalty against us for non-compliance with material terms of this RFP including the delayed delivery of the Goods

due to non-performance by ourselves, failure to meet Supplier Development and/or B-BBEE Improvement Plan commitments. A penalty of up to 100% of the outstanding portion of the Supplier Development commitment will be applied and Transnet reserves the right to set this off against any payment due to the Respondent. In addition, I/we agree that non-compliance with any of the material terms of this RFP, including those mentioned above, will constitute a material breach of contract and provide Transnet with cause for cancellation.

ADDRESS FOR NOTICES

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

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

Name of Entity: _____
E-Mail: _____
Address: _____

NOTIFICATION OF AWARD OF RFP

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

VALIDITY PERIOD

Transnet requires a validity period of 120 [One Hundred and twenty] days [from closing date] against this RFP.

NAME(S) AND ADDRESS / ADDRESSES OF DIRECTOR(S) OR MEMBER(S)

The Respondent must disclose hereunder the full name(s) and address(s) of the director(s) or members of the company or close corporation [**C.C.**] on whose behalf the RFP is submitted.

- (i) Registration number of company / C.C. _____
- (ii) Registered name of company / C.C. _____
- (iii) Full name(s) of director/member(s) Address/Addresses ID Number(s)

CONFIDENTIALITY

All information related to this RFP is to be treated with strict confidence. In this regard Respondents are required to complete and return a signed copy of Certificate of Acquaintance with the Non-Disclosure Agreement [Appendix v] appended hereto as **Section 17**. All information related to a subsequent contract, both during and after completion thereof, will be treated with strict confidence. Should the need however arise to divulge any information gleaned from provision of the Services, which is either directly or indirectly related to Transnet’s business, written approval to divulge such information must be obtained from Transnet.

DISCLOSURE OF PRICES TENDERED

Respondents must indicate below whether Transnet may disclose their tendered prices and conditions to other Respondents:

YES		NO	
------------	--	-----------	--

PRICE REVIEW

The successful Respondent(s) [the Service Provider] will be obliged to submit to an annual price review. Transnet will be benchmarking this price offering(s) against the lowest price received as per a benchmarking exercise. If the Service Provider’s price(s) is/are found to be higher than the benchmarked price(s), then the Service Provider shall match or better such price(s) within 30 [thirty] days, failing which the contract may be terminated at Transnet’s discretion or the particular service(s) purchased outside the contract.

RETURNABLE DOCUMENTS

All Sections, as indicated in the footer of each page, must be signed, stamped and dated by the Respondent. **Returnable Documents** means all the documents, Sections and Annexures, as listed in the tables below.

a) Mandatory Returnable Documents

Failure to provide all mandatory Returnable Documents at the closing date and time of this tender will result in a Respondent’s disqualification. Bidders are therefore urged to ensure that all these Documents are returned with their Proposals.

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

MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
SECTION 2 : Background, Overview and Scope of Requirements	
ANNEXURE A : Pricing Schedule	
ANNEXURE B : Technical Submission/Questionnaire	
SECTION 19 : Declaration of Supplier Development Commitments	

b) **Essential Returnable Documents**

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

Failure to provide all essential Returnable Documents may result in a Respondent's disqualification at Transnet's sole discretion. Bidders are therefore urged to ensure that all these documents are returned with their Proposals.

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

ESSENTIAL RETURNABLE DOCUMENTS & SCHEDULES	SUBMITTED [Yes or No]
SECTION 1 : Notice to Bidders	
Receipt for payment of RFP documents [paragraph 1]	
SECTION 2 : Background, Overview and Scope of Requirements	
SECTION 4 : Proposal Form	
SECTION 5 : Vendor Application Form	
- Original cancelled cheque or bank verification of banking details	
- Certified copies of IDs of shareholder/directors/members [as applicable]	
- Certified copies of the relevant company registration documents from Companies and Intellectual Property Commission (CIPC)	
- Certified copies of the company's shareholding/director's portfolio	
- Entity's letterhead	
- Certified copy of valid VAT Registration Certificate	
- Valid and original B-BBEE Verification Certificate or certified copy thereof [Large Enterprises and QSEs] Note: failure to provide a valid B-BBEE Verification Certificate at the closing date and time of the RFP will result in an automatic score of zero for preference	
- Valid and original B-BBEE certificate/sworn affidavit or certified copy thereof from auditor, accounting officer or SANAS accredited Verification Agency [EMEs] Note: failure to provide a valid B-BBEE Verification Certificate at the closing date and time of the RFP will result in an automatic score of zero for preference	
- 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	
- Three years Audited Financial Statements	
SECTION 6 : Signing Power - Resolution of Board of Directors	
SECTION 7 : Certificate of Acquaintance with RFP Documents	
SECTION 8 : Certificate of Acquaintance with General Bid Conditions – Services	
SECTION 9 : Certificate of Acquaintance with Terms and Conditions of Contract	
SECTION 10 : RFP Declaration Form	

SECTION 11 : Breach of Law Form	
SECTION 13 : Supplier Integrity Pact	
SECTION 14 : B-BBEE Preference Points Claim Form	
SECTION 15: Certificate of attendance of compulsory / non-compulsory RFP Briefing	
SECTION 16: Certificate of Acquaintance with Specifications	
Original and valid Tax Clearance Certificate [Consortia / Joint Ventures must submit a separate Tax Clearance Certificate for each party]	
ANNEXURE C: Supplier Development Plan	
ANNEXURE D: Supplier Development Value Summary	

c) Additional Documents

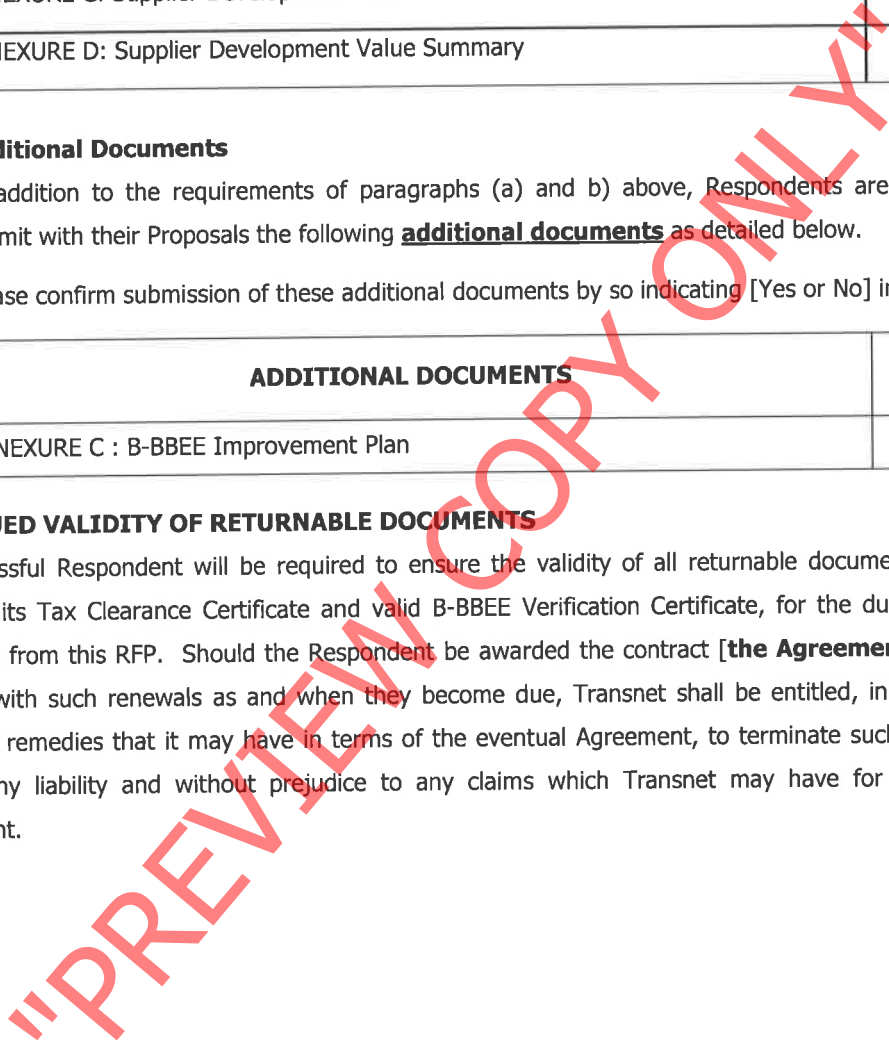
In addition to the requirements of paragraphs (a) and b) above, Respondents are further requested to submit with their Proposals the following **additional documents** as detailed below.

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

ADDITIONAL DOCUMENTS	SUBMITTED [Yes or No]
ANNEXURE C : B-BBEE Improvement Plan	

CONTINUED VALIDITY OF RETURNABLE DOCUMENTS

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



By signing these RFP documents, the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with all the conditions governing this RFP, 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 properly to take it into account for the purpose of calculating tendered prices or otherwise.

SIGNED at _____ on this ____ day of _____ 20__

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE:

NAME: _____

DESIGNATION: _____

"PREVIEW COPY ONLY"

FOR THE SUPPLY OF LAYOUT, DESIGN AND PRINTING SERVICES OF STANDARD/REPETITIVE AND NON-STANDARD/NON-REPETITIVE ITEMS TO TFR NATIONALLY FOR A PERIOD OF TWO YEARS (24 MONTHS) ON AN "AS AND WHEN REQUIRED" BASIS.

Section 5: VENDOR APPLICATION FORM

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

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

Note: *No contract shall be awarded to any South African Respondent whose tax matters have not been declared by SARS to be in order.*

Vendor Application Form

Entity's trading name	<input type="text"/>					
Entity's registered name	<input type="text"/>					
Entity's Registration Number or ID Number if a Sole Proprietor	<input type="text"/>					
Form of entity [✓]	<input checked="" type="checkbox"/> CC	<input type="checkbox"/> Trust	<input type="checkbox"/> Pty Ltd	<input type="checkbox"/> Limited	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietor
How many years has your entity been in business?	<input type="text"/>					
VAT number [if registered]	<input type="text"/>					
Entity's telephone number	<input type="text"/>					
Entity's fax number	<input type="text"/>					
Entity's email address	<input type="text"/>					
Entity's website address	<input type="text"/>					

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 entity provide	Products	Services	Both
Area of delivery	National	Provincial	Local
Is your entity a public or private entity		Public	Private
Does your entity have a Tax Directive or IRP30 Certificate		Yes	No
Main product or services [e.g. Stationery/Consulting]			

Complete B-BBEE Ownership Details:

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

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

Transnet contact person	
Contact number	
Transnet Operating Division	

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

Name		Designation	
Signature		Date	

FOR THE SUPPLY OF LAYOUT, DESIGN AND PRINTING SERVICES OF STANDARD/REPETITIVE AND NON-STANDARD/NON-REPETITIVE ITEMS TO TFR NATIONALLY FOR A PERIOD OF TWO YEARS(24 MONTHS) ON AN "AS AND WHEN REQUIRED" BASIS.

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 is/are hereby authorised to enter into, sign, execute and complete any documents relating to this Proposal and any subsequent Agreement for the provision of Services. A list of those person(s) authorised to negotiate on behalf of the abovementioned entity [if not the authorised signatories] is also submitted along with this Proposal together with their contact details.

FULL NAME _____

SIGNATURE CHAIRMAN

FULL NAME _____

SIGNATURE SECRETARY

FOR THE SUPPLY OF LAYOUT, DESIGN AND PRINTING SERVICES OF STANDARD/REPETITIVE AND NON-STANDARD/NON-REPETITIVE ITEMS TO TFR NATIONALLY FOR A PERIOD OF TWO YEARS(24 MONTHS) ON AN "AS AND WHEN REQUIRED" BASIS.

Section 7: CERTIFICATE OF ACQUAINTANCE WITH RFP DOCUMENTS

NAME OF ENTITY:

1. I/We

do hereby certify that I/we acquainted myself/ourselves with all the documentation comprising this RFP 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 Proposal.

2. 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 RFP/contract condition or failed to take it into account for the purpose of calculating my/our offered prices or otherwise.
3. I/We accept that an obligation rests on me/us to clarify any uncertainties regarding this bid which I/we may have, before submitting the bid. I/We agree that I/we will have no claim based on an allegation that any aspect of this RFP was unclear but in respect of which I/we failed to obtain clarity.
4. I/we understand that the accompanying Bid will be disqualified if this Certificate is found not to be true and complete in every respect.
5. For the purposes of this Certificate and the accompanying Bid, I/we understand that the word "competitor" shall include any individual or organisation, other than the Bidder, whether or not affiliated with the Bidder, who:
 - a) Has been requested to submit a Bid in response to this Bid invitation;
 - b) Could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and
 - c) Provides the same Services as the Bidder and/or is in the same line of business as the Bidder
6. The Bidder has arrived at the accompanying Bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraph 5 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) Prices;

- b) Geographical area where Services will be rendered [market allocation]
 - c) Methods, factors or formulas used to calculate prices;
 - d) The intention or decision to submit or not to submit, a Bid;
 - e) The submission of a Bid which does not meet the specifications and conditions of the RFP;
or
 - f) Bidding with the intention to not win the Bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the Services to which this RFP relates.
9. The terms of the accompanying Bid have not been, and will not be, disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official Bid opening or of the awarding of the contract.
10. I/We am/are aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, Bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and/or may be reported to the National Prosecuting Authority [NPA] for criminal investigation and/or may be restricted from conducting business with the public sector for a period not exceeding 10 [ten] years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

SIGNED at _____ on this _____ day of _____ 20____

SIGNATURE OF WITNESS

SIGNATURE OF RESPONDENT

FOR THE SUPPLY OF LAYOUT, DESIGN AND PRINTING SERVICES OF STANDARD/REPETITIVE AND NON-STANDARD/NON-REPETITIVE ITEMS TO TFR NATIONALLY FOR A PERIOD OF TWO YEARS(24 MONTHS) ON AN "AS AND WHEN REQUIRED" BASIS.

Section 8: CERTIFICATE OF ACQUAINTANCE WITH THE GENERAL BID CONDITIONS - SERVICES

[Appended hereto as Appendix (i)]

NAME OF ENTITY:

I/We

_____ do hereby certify that I/we acquainted myself/ourselves with all the documentation comprising the General Bid Conditions - Services as received on _____ *[insert date]* from Transnet SOC Ltd for the carrying out of the proposed Services for which I/we submitted my/our Proposal.

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 terms and conditions of the General Bid Conditions or failed to take it into account for the purpose of calculating my/our offered prices or otherwise.

I/We confirm having been advised that a signed copy of this Schedule can be submitted in lieu of the entire General Bid Conditions as confirmation in terms of the Returnable Schedule.

SIGNED at _____ on this _____ day of _____ 20____

SIGNATURE OF WITNESS

SIGNATURE OF RESPONDENT

FOR THE SUPPLY OF LAYOUT, DESIGN AND PRINTING SERVICES OF STANDARD/REPETITIVE AND NON-STANDARD/NON-REPETITIVE ITEMS TO TFR NATIONALLY FOR A PERIOD OF TWO YEARS(24 MONTHS) ON AN "AS AND WHEN REQUIRED" BASIS.

Section 9: CERTIFICATE OF ACQUAINTANCE WITH THE TERMS AND CONDITIONS OF CONTRACT FOR THE PROVISION OF SERVICES TO TRANSNET

[Appended hereto as Appendix (ii)]

NAME OF ENTITY:

I/We

_____ do hereby certify that I/we acquainted myself/ourselves with all the documentation comprising the Terms and Conditions of Contract as received on _____ *[insert date]* from Transnet SOC Ltd for the carrying out of the proposed Services for which I/we submitted my/our Proposal.

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 Terms and Conditions of Contract or failed to take it into account for the purpose of calculating my/our offered prices or otherwise.

I/We also note the obligations as set out in clause 19 [Terms and Conditions of Contract] of Transnet's General Bid Conditions [Appendix (i)] which reads as follows:

- 19.1 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.
- 19.2 Should the Respondent find any conditions unacceptable, it should indicate which conditions are unacceptable and offer 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 alternative(s) are acceptable or otherwise, as the case may be.

I/We confirm having been advised that a signed copy of this Schedule can be submitted in lieu of the entire Terms and Conditions of Contract as confirmation in terms of the Returnable Schedule.

SIGNED at _____ on this _____ day of _____ 20__

SIGNATURE OF WITNESS

SIGNATURE OF RESPONDENT

FOR THE SUPPLY OF LAYOUT, DESIGN AND PRINTING SERVICES OF STANDARD/REPETITIVE AND NON-STANDARD/NON-REPETITIVE ITEMS TO TFR NATIONALLY FOR A PERIOD OF TWO YEARS(24 MONTHS) ON AN "AS AND WHEN REQUIRED" BASIS.

Section 10: RFP 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 RFP Clarification purposes;
2. we have received all information we deemed necessary for the completion of this Request for Proposal [RFP];
3. at no stage have we received additional information relating to the subject matter of this RFP from Transnet sources, other than information formally received from the designated Transnet contact(s) as nominated in the RFP documents;
4. we are satisfied, insofar as our entity is concerned, that the processes and procedures adopted by Transnet in issuing this RFP and the requirements requested from Bidders in responding to this RFP have been conducted in a fair and transparent manner; 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 including any person who may be involved in the evaluation and/or adjudication of this Bid.
6. In addition, we declare that an owner / member / director / partner / shareholder of our entity **are / are not** [delete as applicable] an employee or board member of the Transnet Group.
7. If such a relationship as indicated in paragraph 5 and/or 6 exists, the Respondent is to complete the following section:

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

ADDRESS:

Indicate nature of relationship with Transnet:

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

8. 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.

9. 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.

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 _____ 20____

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

IMPORTANT NOTICE TO RESPONDENTS

Transnet has appointed a Procurement Ombudsman to investigate any **material complaint** in respect of RFPs exceeding R5, 000,000.00 [five million S.A. Rand] in value. Should a Respondent have any material concern regarding an RFP process which meets this threshold, a complaint may be lodged with the Ombudsman for further investigation. The Ombudsman reserves the right to refer the complaint to an external service provider for investigation.

It is incumbent on the Respondent to familiarise himself/herself with the Terms of Reference OF the Ombudsman 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 abovementioned threshold, a complaint may be lodged with the Chief Procurement Officer of the relevant Transnet Operating Division/Specialist Unit.

Respondents are to 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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FOR THE SUPPLY OF LAYOUT, DESIGN AND PRINTING SERVICES OF STANDARD/REPETITIVE AND NON-STANDARD/NON-REPETITIVE ITEMS TO TFR NATIONALLY FOR A PERIOD OF TWO YEARS (24 MONTHS) ON AN "AS AND WHEN REQUIRED" BASIS.

Section 11: BREACH OF LAW FORM

NAME OF ENTITY: _____

I/We _____

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

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

FOR THE SUPPLY OF LAYOUT, DESIGN AND PRINTING SERVICES OF STANDARD/REPETITIVE AND NON-STANDARD/NON-REPETITIVE ITEMS TO TFR NATIONALLY FOR A PERIOD OF TWO YEARS (24 MONTHS) ON AN "AS AND WHEN REQUIRED" BASIS.

Section 12: RFP CLARIFICATION REQUEST FORM

RFP No: 14963

RFP deadline for questions / RFP Clarifications: Before 12:00 on 18 December 2014

TO: Transnet SOC Ltd
ATTENTION: Tarryn Foster
EMAIL: Tarryn.Foster@transnet.net
DATE: _____
FROM: _____

RFP Clarification No [to be inserted by Transnet]

REQUEST FOR RFP CLARIFICATION

Multiple horizontal lines for writing the clarification request.

FOR THE SUPPLY OF LAYOUT, DESIGN AND PRINTING SERVICES OF STANDARD/REPETITIVE AND NON-STANDARD/NON-REPETITIVE ITEMS TO TFR NATIONALLY FOR A PERIOD OF TWO YEARS (24 MONTHS) ON AN "AS AND WHEN REQUIRED" BASIS.

Section 13: SUPPLIER INTEGRITY PACT

Transnet's Integrity Pact requires a commitment from Service Providers and Transnet that they will not engage in any:

- Corrupt and fraudulent practices;
- Anti-competitive practices; and
- Act in bad faith towards each other.

The Integrity Pact also serves to communicate Transnet's Gift Policy as well as the remedies available to Transnet where a Respondent contravenes any provision of the Integrity Pact.

Respondents are required to familiarise themselves with the contents of the Integrity Pact which is available on the Transnet Internet site [www.transnet.net/Tenders/Pages/default.aspx] or on request.

NAME OF ENTITY:

I/We

do hereby certify that I/we have acquainted myself/ourselves with all the documentation comprising the Transnet Integrity Pact. I/We agree to fully comply with all the terms and conditions stipulated in the Transnet Supplier Integrity Pact.

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 terms and conditions of the Integrity Pact or failed to take it into account for the purpose of submitting my/our offer.

I/We confirm having been advised that a signed copy of this Schedule can be submitted in lieu of the entire Transnet Integrity Pact as confirmation in terms of the Returnable Schedule.

SIGNED at _____ on this _____ day of _____ 20____

SIGNATURE OF WITNESS

SIGNATURE OF RESPONDENT

FOR THE SUPPLY OF LAYOUT, DESIGN AND PRINTING SERVICES OF STANDARD/REPETITIVE AND NON-STANDARD/NON-REPETITIVE ITEMS TO TFR NATIONALLY FOR A PERIOD OF TWO YEARS (24 MONTHS) ON AN "AS AND WHEN REQUIRED" BASIS.

Section 14: 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 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 utilised have been taken into consideration;
- 2.7 **"consortium or joint venture"** means an association of persons for the purpose of combining

their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract;

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

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The Bidder obtaining the highest number of total points for the evaluation criteria as enumerated in Section 2 of the RFP will be awarded the contract, unless objective criteria justifies the award to another bidder.

- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 3.3 Points scored will be rounded off to 2 [two] decimal places.
- 3.4 In the event of equal points scored, the Bid will be awarded to the Bidder scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more Bids have scored equal points including equal preference points for B-BBEE, the successful Bid will be the one scoring the highest score for functionality.
- 3.6 Should two or more Bids be equal in all respect, the award shall be decided by the drawing of lots.

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

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

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

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

- 4.8 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.
- 4.9 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.
- 4.10 A person awarded a contract may not subcontract more than 25% [twenty-five per cent] of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.
- 4.11 Bidders are to note that in terms of paragraph 2.6 of Statement 000 of the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928, any representation made by an entity about its B-BBEE compliance must be supported by suitable evidence or documentation. As such, Transnet reserves the right to request such evidence or documentation from Bidders in order to verify any B-BBEE recognition claimed.

5. B-BBEE STATUS AND SUBCONTRACTING

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

B-BBEE Status Level of Contributor _____ = _____ [maximum of 10 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 sworn affidavit in the case of an EME or QSE.

5.2 Subcontracting:

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

If YES, indicate:

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

5.3 Declaration with regard to Company/Firm

- (i) Name of Company/Firm.....

- (ii) VAT registration number.....

- (iii) Company registration number.....

- (iv) Type of Company / Firm
 - 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:.....

.....

.....

FOR THE SUPPLY OF LAYOUT, DESIGN AND PRINTING SERVICES OF STANDARD/REPETITIVE AND NON-STANDARD/NON-REPETITIVE ITEMS TO TFR NATIONALLY FOR A PERIOD OF TWO YEARS (24 MONTHS) ON AN "AS AND WHEN REQUIRED" BASIS.

Section 15: CERTIFICATE OF ATTENDANCE OF RFP BRIEFING

It is hereby certified that –

1. _____

2. _____

Representative(s) of _____ *[name of entity]*

Attended the RFP briefing in respect of the proposed Services to be rendered in terms of this RFP on _____ 20____

TRANSNET'S REPRESENTATIVE

RESPONDENT'S REPRESENTATIVE

DATE _____

DATE _____

EMAIL _____

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FOR THE SUPPLY OF LAYOUT, DESIGN AND PRINTING SERVICES OF STANDARD/REPETITIVE AND NON-STANDARD/NON-REPETITIVE ITEMS TO TFR NATIONALLY FOR A PERIOD OF TWO YEARS (24 MONTHS) ON AN "AS AND WHEN REQUIRED" BASIS.

Section 16: CERTIFICATE OF ACQUAINTANCE WITH SPECIFICATIONS

[Appended hereto as Appendix (iii)]

I/We

_____ do hereby certify that I/we acquainted myself/ourselves with all the documentation comprising the Specifications for the carrying out of the proposed Services for which I/we submitted my/our Proposal.

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 provisions of the Specifications or failed to take it into account for the purpose of calculating my/our offered prices or otherwise.

I/We confirm having been advised that a signed copy of this Schedule can be submitted in lieu of the Specifications as confirmation in terms of the Returnable Schedule.

SIGNED at _____ on this _____ day of _____ 20____

SIGNATURE OF WITNESS

SIGNATURE OF RESPONDENT

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FOR THE SUPPLY OF LAYOUT, DESIGN AND PRINTING SERVICES OF STANDARD/REPETITIVE AND NON-STANDARD/NON-REPETITIVE ITEMS TO TFR NATIONALLY FOR A PERIOD OF TWO YEARS (24 MONTHS) ON AN "AS AND WHEN REQUIRED" BASIS.

Section 17: CERTIFICATE OF ACQUAINTANCE WITH NON DISCLOSURE AGREEMENT

I/We

Do hereby certify that I/we acquainted myself/ourselves with all the documentation comprising the Non-Disclosure Agreement [Appendix v] for the carrying out of the proposed supply for which I/we submitted my/our Proposal.

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 provisions of the Non-Disclosure Agreement or failed to take it into account for the purpose of submitting my/our bid.

I/We confirm having been advised that a signed copy of this Schedule can be submitted in lieu of the Non-Disclosure Agreement as confirmation in terms of the Returnable Schedule.

SIGNED at _____ on this _____ day of _____ 20__

SIGNATURE OF WITNESS

SIGNATURE OF RESPONDENT

RFP FOR THE FOR THE SUPPLY OF LAYOUT, DESIGN AND PRINTING SERVICES OF STANDARD/REPETITIVE AND NON-STANDARD/NON-REPETITIVE ITEMS TO TFR NATIONALLY FOR A PERIOD OF TWO YEARS(24 MONTHS) ON AN "AS AND WHEN REQUIRED" BASIS.

Section 18: SUPPLIER DEVELOPMENT INITIATIVES

1.1 Aim and Objectives

Historically in South Africa there has been a lack of investment in infrastructure, skills and capability development and an inequality in the income distribution and wealth of a significant portion of the population. There have been a number of Government initiatives developed to address these challenges. In particular, the New Growth Path [NGP] and New Development Plan [NDP] aligns and builds on previous policies to ensure the achievement of Government's development objectives for South Africa. Transnet fully endorses and supports Government's New Growth Path policy.

The key focuses of the NGP include:

- increasing employment intensity of the economy
- addressing competitiveness
- balancing spatial development of rural areas and poorer provinces
- reducing the carbon intensity of the economy
- creating opportunities in improving regional and global cooperation
- enabling transformation that benefits a wider range of social actors in society e.g. workers, rural communities, youth and women

Transnet, as a State Owned Company [SOC], plays an important role to ensure these objectives are achieved. Therefore, the purchasing of goods and services needs to be aligned to Government's objectives for developing and transforming the local supply base. Transnet's mission is to transform its supplier base by engaging in targeted supplier development initiatives to support localisation and industrialisation whilst providing meaningful opportunities for Black² South Africans with a particular emphasis on:

- Youth [16 to 35 year olds]
- Black women
- People with disabilities
- Small businesses
- Rural integration

1.2 Supplier Development [SD]

To facilitate the implementation of Supplier Development initiatives, Transnet has adapted an existing framework from the Department of Public Enterprises [DPE]. This framework allows for a basic set of principles to be applied to appropriately targeted SD initiatives. Supplier development initiatives aim to build local Service Providers who are competitive through building capability and capacity. Hence the

² "Black" means South African Blacks, Coloureds and Indians, as defined in the B-BBEE Act, 53 of 2003

framework has been termed the Increased Competitiveness, Capability and Capacity Supplier Development Classification Matrix [**IC³ Matrix**]. Currently there are four quadrants of SD initiatives which Transnet considers according to the IC³ Matrix. This RFP has been identified as strategic, involving high commercial leverage and high value.

As a prequalification criterion to participate in this bid, Respondents are required to provide a commitment that the monetary value of all SD initiatives to be undertaken by them will not be less than 10% [ten percent] of the contract value.

Accordingly, Respondents are required to provide a commitment of the Supplier Development initiative they will undertake during the contract period in the **Supplier Development Value Summary**. In addition, Transnet requires that all Respondents submit a **Supplier Development Plan** demonstrating how they will discharge their commitments made in the Supplier Development Value Summary. The contract which will be concluded with the successful bidder will incorporate the SD undertakings made in the abovementioned documents as a term of the contract.

- a) For a detailed understanding of the IC³ Matrix, the respective SD initiatives and their objectives, please refer to the "Supplier Development Guidelines" appended hereto as **Appendix (IV)**. This document must be used as a guideline to complete the SD Plan.
- b) The following Supplier Development [**SD**] focus areas have been identified, namely:

Category	Description
Job Preservation	Number of jobs preserved resulting from the award of contract
Enterprise and Supplier Development	Encouragement for growth and the expansion of emerging local firms, through procurement and support mechanisms

- c) The **Supplier Development Plan** is to be submitted as a separate document, developed in line with the criteria set out in the **Supplier Development Value Summary**. The Supplier Development Plan is a detailed narrative document explaining the Respondent's Bid value as summarised in the Supplier Development Value Summary. The SD Plan should outline the type of activities you intend to embark upon should you be awarded the contract. This SD Plan should also provide an overview of what you intend to achieve, when, and the mechanisms whereby you will achieve those objectives. The SD Value Summary and SD Plan will represent a binding commitment on the part of the successful Respondent.

Section 19 must be completed, indicating by cross-reference the detailed areas which have been addressed in your SD Plan for each of the evaluation criteria listed in paragraph 1.2 (b) above, together with the Value Indicators therefor.

Notes for completion of the SD Plan:

- (i) Respondents are required to address each of the aspects under the detailed SD Description as a minimum for submission. This is not an exhaustive list however, and Respondents must not be limited to these choices when compiling each section.

- (ii) Please provide detailed calculations to illustrate how your estimated Rand values have been derived.
- (iii) Respondents are required to provide an electronic copy [CD] of the completed Section 19 as part of the SD Plan submission.

1.3 Additional contractual requirements

Should a contract be awarded through this RFP process, the successful Respondent(s) [hereinafter referred to as **the Service Provider**] will be contractually committed, *inter alia*, to the following conditions:

- a) The Service Provider will be required to submit a **Supplier Development Implementation Plan** within 45 [forty-five] days from the signature date of a Letter of Intent [LOI]. This Implementation Plan represents additional detail in relation to the SD Plan providing an explicit breakdown of the nature, extent, timelines and monetary value of the SD commitments which the Service Provider proposes to undertake and deliver during the term of the contract. Specific milestones, timelines and targets will be recorded to ensure that the Implementation Plan is in line with Transnet's SD objectives and that implementation thereof is completed within the term of the contract.
- b) The Implementation Plan may require certain additions or updates to the initial SD Plan in order to ensure that Transnet is satisfied that development objectives will be met.
- c) The Service Provider will need to ensure that the relevant mechanisms and procedures are in place to allow for access to information to measure and verify the Service Provider's compliance with its stated SD commitments.
- d) The Service Provider will be required to provide:
 - (i) Monthly status updates to Transnet for each SD initiative. [Detailed requirements will be provided by Transnet];
 - (ii) Quarterly status reports for Transnet and the DPE. [Detailed reporting requirements will be provided by Transnet]; and
 - (iii) A final Supplier Development report, to be submitted to Transnet prior to the expiry date of the contract, detailing delivery, implementation and completion of all SD components plus auditable confirmation of the Rand value contribution associated with each such SD commitment.
- e) All information provided by the Service Provider in order to measure its progress against its stated targets will be auditable.
- f) The Service Provider will be required to submit this Implementation Plan to Transnet in writing, within 45 [forty-five] days after signature of a Letter of Intent [LOI], where after both parties must reach an agreement [signed by both parties] within 20 [twenty] days. Transnet will reserve the right to reduce or increase the number of days in which the Service Provider must submit its Implementation Plan if it is deemed reasonable, based on the degree of complexity of the SD initiative.
- g) The contract will be conditional on agreement being reached by the parties on the Implementation Plan submitted by the Service Provider. Therefore failure to submit or thereafter to agree to the

Implementation Plan within the stipulated timelines will result in the non-award of such a contract or termination thereof.

- h) Failure to adhere to the milestones and targets defined in an Implementation Plan may result in the invocation of financial penalties, to be determined at Transnet's discretion, as well as providing Transnet cause to terminate the contract in certain cases where material milestones are not being achieved.

1.4 **Supplier Development Returnable Documents**

Attached herewith is the following documentation:

- **Declaration of Supplier Development Commitments – Section 19 [mandatory]**
- **SD Plan – Annexure C [essential]**
- **SD Value Summary – Annexure D [essential]**

Respondents are to note whether the abovementioned documents are listed as mandatory or essential returnable documents in Section 4 to this RFP as failure to submit, or to submit an incomplete mandatory returnable document will result in disqualification of your Proposal. Failure to submit an essential returnable document may result in disqualification of your Proposal.

FOR THE SUPPLY OF LAYOUT, DESIGN AND PRINTING SERVICES OF STANDARD/REPETITIVE AND NON-STANDARD/NON-REPETITIVE ITEMS TO TFR NATIONALLY FOR A PERIOD OF TWO YEARS (24 MONTHS) ON AN "AS AND WHEN REQUIRED" BASIS.

Section 19: DECLARATION OF SUPPLIER DEVELOPMENT COMMITMENTS

I/We _____

Hereby **agree** to commit that not less than 10% of the contract value will be spent cumulatively on Supplier Development Initiatives. This pre-qualification criterion must be discharged against the following Supplier Development categories as outlined in the Supplier Development Value Summary [Annexure D]:

- Job preservation
- Enterprise and Supplier Development

I/We do hereby certify that the Supplier Development commitments made in relation to this RFP are solely in relation to this transaction and are not duplicated in relation to any other contracts that I/we have secured with any other organ of state including other State Owned Companies.

Furthermore, I/we do hereby declare that this undertaking also applies to any other contracts that I may have secured with Transnet including other Transnet Operating Divisions/Specialist Units. For the purposes of verification of this undertaking, the following is a list of contracts with Supplier Development commitments that I/we have secured with Transnet:

SIGNED at _____ on this _____ day of _____ 20____

 SIGNATURE OF WITNESS

 SIGNATURE OF RESPONDENT

FOR THE SUPPLY OF LAYOUT, DESIGN AND PRINTING SERVICES OF STANDARD/REPETITIVE AND NON-STANDARD/NON-REPETITIVE ITEMS TO TFR NATIONALLY FOR A PERIOD OF TWO YEARS(24 MONTHS) ON AN "AS AND WHEN REQUIRED" BASIS.

Section 20: B-BBEE IMPROVEMENT PLAN

Transnet encourages its Service Providers to constantly strive to improve their B-BBEE rating and requests that Respondents submit a B-BBEE improvement plan. Respondents are therefore requested to indicate whether they will maintain or improve their BBEE status over the contract period...

Additional contractual requirements

Should a contract be awarded through this RFP process, the successful Respondent(s) may be contractually committed, *inter alia*, to the following conditions:

- a) The original B-BBEE Improvement Plan may require certain additions or updates in order to ensure that Transnet is satisfied that developmental objectives will be met.
- b) The Service Provider will need to ensure that the relevant mechanisms and procedures are in place to allow Transnet access to information to measure and verify the Service Provider's compliance with its stated B-BBEE Improvement commitments.
- c) The Service Provider will be required to provide:
 - (i) quarterly status reports for Transnet; and
 - (ii) A final B-BBEE Improvement Plan report, to be submitted to Transnet prior to the expiry date of the contract, detailing delivery, implementation and completion of all B-BBEE Improvement components.
- d) All information provided by the Service Provider in order to measure its progress against its stated targets will be auditable.

Respondents are requested to submit their B-BBEE Improvement Plan as an additional document with their Proposals by completion of Section 20 appended hereto.

**DETAILED PRICING SCHEDULE**

**NB Failure to quote on each item in this schedule will result in disqualification.
It is the responsibility of the bidder to ensure that all costs are calculated in their
printing costs quoted, including but not limited to delivery.**

	Description:	Material:	Size:	Colour:	Finishing	Print:	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
A	BOOKLETS										
1	Variation Agreement Booklet	Text, 80gsm Bond, White Eltoro board 160gsm	A5 (210 X 148)	Full colour	Spiral bind,	Printed in full colour throughout	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
								50	1000		
2	Visitors Books NCR	3pt NCR, Top copy: White CB, 2nd Copy: Yellow CFB, 3rd Copy: Blue CF	408mm x 420mm	Printed 3 spot colours on all three parts (same plates)	Quarter Bound on LHS, Hard covers front and back, with wrap around writing shield, numbered on all three parts, in 4 positions, 2 down perfs, 3 across perfs, 50 sets per book, 1st and 2nd copies perfed, last copy fast	Printed 3 spot colours on all three parts (same plates)	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
								50	1000		
3	TFR HR Booklet	Text: 135gsm Gloss Art - Cover: 170gsm Gloss Art White	A5 (210 X 148)	Full colour	Saddle stitched, Cover: gloss laminated - 20 pages	Printed in full colour throughout including cover (20 pages)	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
								50	1000		
4	TFR Booklet for Career Exhibitions	150gsm Magno Matt White	A4 (297 X 210)	Full colour	Saddle stitched	Printed in full colour throughout including cover (3)	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
								50	1000		
5	TFR Booklet	Text: 135gsm Gloss Art White, Cover: 170gsm Gloss Art White	A6 (148 X 105)	Full colour	Covers Gloss UV Finished & saddle stitched	Printed in full colour throughout - 10 pages	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
								100	1000		
6	Variation Agreement Booklet	Text: 80gsm White Bond, Cover: 160gsm Eltoro White	A5 (210 X 148)	Full colour	Spiral bound	Printed in full colour throughout, 40 pages	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
								50	1000		
6	SHE Rep Booklet	135gsm White Gloss, Self cover	A5 (210mm x 148mm)	28 page selfcover, printed full colour throughout	Saddle Stitched		Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
								50	1000		
7	Menu Books	Text, 80gsm Bond, Covers, Blue Tokai Board	60mm x 220mm	Black	Stitched (2 wires)	Printed in black one side only, Number 4 times, Perforated 3 times, Collated - 100 leaves per book	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
								50	1000		

8	Green Area & Safety Talk Book	Bond White, 80gsm	297mm x 210mm	Full colour	Spiral Bound	Full colour one side only - 50 pages	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
								50	1000		
9	TFR National Training Schedule Booklet	Gloss White, 90gsm - Cover 100gsm	A4 (297 X 210)	Full colour	Perfect bound	Printed in full colour plus machine varnish- 20 pages printed both sides	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
								50	1000		

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TOTAL BOOKLETS COSTS											
B DIARIES											
10	TFR A5 Page-A-Day Diaries	Text: 70gsm White Bond, Covers: 350gsm Matt White	A5 (210 X 148)	Full colour	Wiro Bound, Covers: laminated	Printed in full colour throughout	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
								20	1000		
11	TFR A4 Page-A-Day Diaries	Text: 70gsm White Bond, Covers: 350gsm Matt White	A4 (297 X 210)	Full colour	Wiro Bound, Covers: laminated	Printed in full colour throughout	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
								20	1000		
12	TFR A5 Page-A-Day Diaries	Text: Recycled Paper, Cover: Matt Paper Art 200gsm	A5 (148 x 210 mm)	Full colour throughout	Wiro Bound, Cover: Spot Gloss UV Varnished	Printed in full colour throughout	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
								20	1000		
13	TFR A4 Page-A-Day Diaries	Text: Recycled Paper, Cover: Matt Paper Art 200gsm	A4 210 x 255 mm	Full colour throughout	Wiro Bound, Cover: Spot Gloss UV Varnished	Printed in full colour throughout	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
								20	1000	5.67	6.0669
TOTAL DIARIES COSTS											
C HANDOUTS & FLYERS											
14	Effective Lifestyle Management (Handout)	Text: 80gsm White Bond, Cover: 160gsm Eltoro Board, plus clear acetate on Cover and backing board	A4 (297mmx210mm)		Spiral Bound	Printed in Black throughout	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
								50	1000		
15	Level Crossing Flyers	135gsm White Gloss	A5 (210 X 148)	Full Colour	Trim to size	Printed Full Colour , one side only	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
								500	1000		
TOTAL HANDOUTS & FLYERS COSTS											
D NOTEPADS											
16	Notepads A5 - Full Colour	80gsm White Bond	A5 148mm x 210mm	Printed full colour, 1 side only, 50 leaves per pad	Glued at the head with backing board	Printed full colour, 1 side only	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
								20	1000		
17	Notepads A5 - One Colour	80gsm White Bond	A5 148mm x 210mm	Printed one colour, 1 side only, 50 leaves per pad	Glued at the head with backing board	Printed one colour, 1 side only	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
								20	1000		
18	Notepads A4 - Full Colour	80gsm White Bond	A4 297mm x 210mm	Printed full colour, 1 side only, 50 leaves per pad	Glued at the head with backing board	Printed full colour, 1 side only	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
								20	1000		

19	Notepads A4 - One Colour	80gsm White Bond	A4 297mm x 210mm	Printed one colour, 1 side only, 50 leaves per pad	Glued at the head with backing board	Printed one colour, 1 side only	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
								20	1000		

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TOTAL NOTEPADS COSTS											
E CERTIFICATES											
20	Certificates - A4	Eltorro board - 160gsm	A4	Full Colour	Embossing , 1 position	Full Colour, 1 Side	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
								100	1000		
21	Certificates - A3	Eltorro board - 160gsm	A4	Full Colour	Embossing , 1 position	Full Colour, 1 Side	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
								100	1000		
22	Freight Rail Folders	230gsm Milano	A3 folded	Printed 1 colour on 1 side	Score and fold		Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
								250	1000		
TOTAL CERTIFICATE COSTS											
F MAGAZINES											
23	Magazines	4 page cover on 170gsm Power art gloss, 24 pages text on 135gsm Power art gloss	A4	Printed full colour throughout	Saddle Stitch	Printed full colour throughout	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
								50	1000		
24	Magazines	28 page self cover on 135 gsm Power Art Gloss	A4	Printed full colour throughout	Saddle Stitch	Printed full colour throughout	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
								50	1000		
TOTAL MAGAZINES COSTS											
G CARDS & FOLDERS											
25	Corporate Folders	350gsm White Matt Art	450mm x 445mm	Printed full colour both sides	Die Cut to shape with flap and bus card slits, 5mm gussets	Printed full colour both sides	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
								20	1000		
26	Business Cards	280gsm Ivory Board (Smooth) white	85mm x 55mm	Pantone 485(Red), Pantone 376 (Green), Pantone 5767 (Green) and black)	Trim to size	One side Pantone 5767 (Green) on reverse	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
								300	1000		
27	Brochure Cards	135gsm White Gloss	A4 Folded DL (210mm x 99)	Full colour Both sides	Fold from A4 to DL	Printed full colour Both Sides	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
								100	1000		
28	Z-Fold Card (pocket size) - 4 panel	4 panel Card, Cover: 108mm x 78mm, Insert: 297mm x 280mm	297mm X 280mm	Full Colour both sides	fold down to size	Full Colour both sides	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2

									1000		

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29	Z-Fold Card (pocket size) - 6 panel	6 panel Card, Cover: 108mm x 78mm, Insert: 297mm x 280mm	297mm X 420mm	Full Colour both sides	fold down to size	Full Colour both sides	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
									1000		
TOTAL CARDS & FOLDERS COSTS											
H CALENDAR											
30	Desk Pad Calendar	Leaves on 115gsm White Matt, Backing Board: 360gsm De Halm Board	420mm x 594mm	Full Colour one side only	14 leaves + backing board- Printed in full colour one side only – collated – padded at head along the 420mm side with two clear corners affixed	Full Colour	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
									1000		
31	Wall Calendar	170gsm White Gloss	594mm x 420mm	Full Colour one side only	Gold Rimmed on top and bottom on 420mm edge	Full Colour one side only	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
								50	1000		
32	Tent Calendar	14 leaves on 170gsm + blank backing board	210mm x 148mm	Full Colour throughout	Printed in full colour both sides – collated – wire bound at the top along the 148mm side	Full Colour throughout	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
								100	1000		
TOTAL CALENDAR COSTS											
I BROCHURE											
33	Brochures- A4 to A5	150gsm White Gloss Art	210mm x 297mm folded to 210mm x 148mm	Printed full colour both sides	210mm x 297mm folded to 210mm x 148mm	Printed full colour both sides	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
								100	1000		
34	Brochure A3 to A4	150gsm White Gloss Art	297mm x x 420mm folded to 297mm x 210mm	Printed full colour both sides	297mm x x 420mm folded to 297mm x 210mm	Printed full colour both sides	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
								100	1000		
35	Brochures 6 pager	250gsm White Matt Art	297mm x 630mm folded twice to 297mm x 210	Printed full colour both sides	Creased three times, folded and trimmed to size	Printed full colour both sides	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
								100	1000		

36	Brochure (A5 6 pager)	250gsm White Matt Art	210mm x 444mm folded twice to 210mm x 148mm	Printed full colour both sides	Creased three times, folded and trimmed to size	Printed full colour both sides	Delivery lead-time	Qty Per Pack				
								100	1000			
37	Brochure (4 page self cover) A4	135gsm White Gloss Art	210mm x 297mm folded to 210mm x 148mm	Printed full both sides	210mm x 297mm folded to 210mm x 148mm	Printed full colour throughout	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2	
								100	1000			
38	Brochure (8 page self cover) A4	135gsm White Gloss Art	210mm x 297mm folded to 210mm x 148mm	Printed full colour throughout	Folded , collated and saddle stitched two wires	Printed full colour throughout	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2	
								100	1000			
39	Brochure (12 page self cover) A4	135gsm White Gloss Art	210mm x 297mm folded to 210mm x 148mm	Printed full colour throughout	Folded , collated and saddle stitched two wires	Printed full colour throughout	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2	
								100	1000			
40	Brochure (16 page self cover) A4	135gsm White Gloss Art	210mm x 297mm folded to 210mm x 148mm	Printed full colour throughout	Folded , collated and saddle stitched two wires	Printed full colour throughout	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2	
								100	1000			
41	Brochure (4pages self cover) A3	170gsm White Gloss Art	297mm x 420mm folded to 297mm x 210mm	Printed full both sides	210mm x 297mm folded to 210mm x 148mm	Printed full colour throughout	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2	
								100	1000			
TOTAL BROCHURE COSTS												
J	POSTERS											
42	Posters A1	170gsm White Gloss Art	A1 (594 × 841)	Printed full colour one side	Trim to Size	Printed full colour one side	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2	
								50	1000			
43	Posters A2	170gsm White Gloss Art	A2 (594 × 420)	Printed full colour one side	Trim to Size	Printed full colour one side	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2	
								50	1000			
44	Posters A3	170gsm White Gloss Art	A3 (297 × 420)	Printed full colour one side	Trim to Size	Printed full colour one side	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2	
									1000			

								50				
45	Posters A4	170gsm White Gloss Art	A4 (297 × 210)	Printed full colour one side	Trim to Size	Printed full colour one side	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2	
								50	1000			
TOTAL POSTERS COSTS												
K	LETTERHEADS											
46	Letterheads	90gsm, Camelat Cartridge	A4 (297mmx210mm)	Printed full colour one side	Trim to size	Printed full colour one side	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2	
								200	10000			
TOTAL LETTERSHEADS COSTS												
12	TRAINING MANUALS											
47	Training Manual	Text: 80gsm White Bond, Cover: 160gsm Eltoro Board, plus clear acetate on Cover and backing board	A4 (297mmx210mm)		Spiral Bound	Printed in Black throughout - 20 pages including cover	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2	
								50	1000			
48	Train Manual - SMAW 2	Cover on 160gsm Eltoro Board, Text on 80gsm White Bond	297mm x 210mm	Cover printed in colour one side only, text printed black throughout	Spiral Bound, Clear Acetate on front cover, plus backing board	Cover printed in colour one side only, text printed black throughout	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2	
									1000			
49	Train Manual - OAVC 2	Cover on 160gsm Eltoro Board, Text on 80gsm White Bond	297mm x 210mm	Cover printed in colour one side only, text printed black throughout	Spiral Bound, Clear Acetate on front cover, plus backing board	Cover printed in colour one side only, text printed black throughout	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2	
									1000			
50	Training Manuals	Cover on 160gsm Eltoro Board, Text on 80gsm White Bond	297mm x 210mm	Cover printed in colour one side only, text printed black throughout	Spiral Bound, Clear Acetate on front cover, plus backing board	Cover printed in colour one side only, text printed black throughout	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2	
									1000			
51	Manuals-FYO Training Material	Cover on 160gsm Eltoro Board, Text on 80gsm White Bond	297mm x 210mm	Cover printed in colour one side only, text printed black throughout	Spiral Bound, Clear Acetate on front cover, plus backing board	Cover printed in colour one side only, text printed black throughout	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2	
									1000			
52	Incapacity Training Manual	Cover on 160gsm Eltoro Board, Text on 80gsm White Bond	297mm x 210mm	Cover printed in colour one side only, text printed black throughout	Spiral Bound, Clear Acetate on front cover, plus backing board	Cover printed in colour one side only, text printed black throughout	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2	
									1000			
TOTAL TRAINING MANUALS COSTS												
L	LOGBOOKS											
53	Logbook Book for Welders	Cover on 160gsm Eltoro Board, Text on 80gsm White Bond	297mm x 210mm	Cover printed in colour one side only, text printed black throughout	Spiral Bound, Clear Acetate on front cover, plus backing board	Cover printed in colour one side only, text printed black throughout	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2	
									1000			

54	Logbook Book for Electrician	Cover on 160gsm Eltoro Board, Text on 80gsm White Bond	297mm x 210mm	Cover printed in colour one side only, text printed black throughout	Spiral Bound, Clear Acetate on front cover, plus backing board	Cover printed in colour one side only, text printed black throughout	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
									1000		
TOTAL LOGBOOKS COSTS											
M	PROFILE										
55	Corporate Profile	Cover on 350gsm Eltoro Board, Text on 160gsm Matt	297mm x 210mm	Printed in process colours throughout	Text to be saddle stitched and pasted onto inside of 6pp cover	36 pp text and 6pp cover - printed in fill colour throughout and spot uv varnish throughout	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
									1000		
TOTAL PROFILE PRINTING COSTS											
N	REPORTS										
56	Annual Report	Cover on 350gsm- gloss, 135 gsm	297mm x 210mm	Cover printed in four process colours one both sides, machine varnish throughout	Perfect Bound, folded collated and trim to size	4 Process colours throughout	Delivery lead-time	Qty Per Pack	Qty	Unit Price per item @ Yr 1	Unit Price per item @ Yr 2
									1000		
TOTAL REPORTS PRINTING COSTS											
TOTAL PRICING											

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**ANNEXURE A
DETAILED PRICING SCHEDULE**

NB Failure to quote on each item in this schedule will result in disqualification.
It is the responsibility of the bidder to ensure that all costs are calculated in their printing costs quoted, including but not limited to delivery.



BLACK/WHITE MODULES

Please note that these are not once off orders but as and when required - this provides an indication of the types of manuals required

Item Number	No of pages per module	Cost per A4 Clear PVC binding cover (150 micron)	Cost per 160 gsm White Eltro board (1 front and 1 backing board)	Cost per plastic binding Element	Single Sided	Double sided	Cost per page (Year 1)	Cost per page (Year 2)
1	10							
2	20							
3	25							
4	30							
5	35							
6	40							
7	50							
8	60							
9	61							
10	72							
11	73							
12	80							
13	100							
14	120							
15	150							
16	180							
17	200							
18	250							
19	300							
20	311							
21	321							
22	400							
23	450							
24	500							
25	600							
26	860							
27	2200							
28	3000							

COLOUR MODULES

Please note that these are not once off orders but as and when required -this provides an indication of the types of manuals required

Item Number	No of pages per module	Cost per A4 Clear PVC binding cover (150 micron)	Cost per 160 gsm White Eltro board (1 front and 1 backing board)	Cost per plastic binding Element	Singel Sided	Double Sided	Cost per page (Year 1)	Cost per page (Year 2)
1	9							
2	10							
3	11							
4	12							
5	13							
6	14							
7	15							
8	17							
9	18							
10	19							
11	20							
12	21							
13	22							
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16	25							
17	26							
18	27							
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44	54							
45	55							
46	56							

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47	57							
48	58							
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76	117							
77	120							
78	130							
79	136							
80	141							
81	145							
82	146							
83	147							
84	164							
85	180							
86	240							
87	243							
88	244							
89	255							
90	256							
91	285							
92	388							
93	423							
94	425							

**ANNEXURE A
DETAILED PRICING SCHEDULE**

NB Failure to quote on each item in this schedule will result in disqualification. It is the responsibility of the bidder to ensure that all costs are calculated in their printing costs quoted, including but not limited to delivery.



SUMMARY: PRICING SCHEDULE							
Item	Item type	Submitted (indicate x)		Year 1	Year 2	Total Tender Value	
		Yes	No				
1	BOOKLETS						
2	DIARIES						
3	HANDOUTS & FLYERS						
4	NOTEPADS						
5	CERTIFICATES						
6	MAGAZINES						
7	CARDS & FOLDERS						
8	CALENDAR						
9	BROCHURE						
10	POSTERS						
11	LETTERHEADS						
12	TRAINING MANUALS						
13	LOGBOOKS						
14	PROFILE						
15	REPORTS						
TOTAL PRICING							
Escalation % per annum							

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ANNEXURE B: TECHNICAL QUESTIONNAIRE

FOR THE DESIGN,LAYOUT AND PRINTING SERVICES OF STANDARD/REPETATIVE AND NON STANDARD/NON REPTATIVE ITEMS TO TRANSNET FREIGHT RAIL FOR A PERIOD OF TWO YEARS.

For the supply of	The following are mandatory requirements; bidders are to note that failure to comply with the requirements will result in the disqualification of their bid.		
	REQUIREMENTS	EVIDENTIAL DOCUMENTS PROVIDED	COMMENTS
1	Ownership of digital printing machines/ access to digital printing machines	Proof of purchase agreement payment	
		Proof of lease agreement	
2	Ownership of Litho printing machine/ access to Litho printing machine	Proof of purchase agreement payment	
		Proof of lease agreement	
3	In-house layout, design and copywriter services	(3years) graphic design diploma and employment contract with	
		Letter or CV from bidder confirming copywriter minimum 3 years' experience and employment contract	

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ANNEXURE C: SUPPLIER DEVELOPMENT PLAN

Transnet requires that all Respondents submit a **Supplier Development Plan** demonstrating how they will discharge their commitments made in the Supplier Development Value Summary.

The Supplier Development Plan is a detailed narrative document explaining the Respondent's SD proposal as summarised in the Supplier Development Value Summary.

Respondents must compile the SD plan, with an understanding of Supplier Development as detailed and described in the SD Guideline Document and further guided by the specific requirements mentioned below.

Important Notes for completion of SD Plan:

- (i) Respondents are urged to pay careful attention to the compilation of the SD Plan since it, together with the SD Value Summary, represents a binding commitment on the part of the successful Respondent.
- (ii) Respondents are required to address each of the categories under the detailed SD Description as a minimum for submission. This is however not an exhaustive list and Respondents are not limited to these choices when compiling each section.
- (iii) Respondents must ensure that the SD Value Summary submission and the SD Plan submission are accurately cross-referenced with each other.
- (iv) Respondents are requested to address each of the SD aspects in no more than two (2) pages per category, to avoid lengthy submissions.
- (v) Respondents are required to provide an electronic copy [CD] of the completed SD Value Summary and SD Plan as part of their submissions.

Minimum SD plan requirements

The SD Plan should outline the type of activities you intend to embark upon should you be awarded the contract. This SD Plan should also provide an overview of what you intend to achieve, by when, and the mechanisms to be used to achieve those objectives.

Category	Description
Job Preservation	Number of jobs preserved resulting from the award of contract
Enterprise and Supplier Development	Encouragement for growth and the expansion of emerging local firms, through procurement and support mechanisms

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SUPPLIER DEVELOPMENT PLAN

1. Supplier Development Executive Summary

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

2. Supplier Development plan per category:

2.1. Job preservation

2.2. Enterprise and Supplier Development

Conclusion

.....

EXAMPLE

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SUPPLIER DEVELOPMENT VALUE SUMMARY

Annexure D

INSTRUCTION AND NOTES FOR COMPLETION OF THE SD VALUE SUMMARY

Respondents must complete this Annexure which summarises your Supplier Development [SD] Plan and related value commitments over the contract period.

Do not populate the greyed out areas

Populate the columns as requested in the SD MEASUREMENT column: NUMBER, PERCENTAGE, RAND VALUE excluding VAT, YES/NO and SD PLAN CROSS-REFERENCE

Cross-reference the Value Indicators quoted under the column heading "SD PLAN CROSS-REFERENCE" with the corresponding section in your SD Plan.

SD CATEGORY	SD MEASUREMENT	SD VALUE INDICATORS				
		NUMBER	PERCENTAGE	RAND VALUE excluding VAT	YES/NO	SD BID DOCUMENT CROSS-REFERENCE
1	The potential for job preservation directly due to the award of this business					
1.1	Number of jobs which would be preserved through award of contract:					
1.1.1	- By the Respondent					
1.1.2	- By subcontractors					
1.1.3	- By South African suppliers / service providers					
1.1.4	- By other [specify]					

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SD CATEGORY	SD MEASUREMENT	SD VALUE INDICATORS				
		NUMBER	PERCENTAGE	RAND VALUE excluding VAT	YES/NO	SD BID DOCUMENT CROSS-REFERENCE
2 Enterprise and Supplier Development	These SD value measurements give an indication of your commitment to developing small businesses in line with the Government's New Growth Path [NGP] and B-BBEE requirements					
	2.1	Percentage of your projected annual procurement spend from businesses with an annual turnover of less than R50 million [QSEs]				
	2.2	Percentage of your projected annual procurement spend from businesses with an annual turnover of less and equal to R10 million [EMEs]				
	2.3	Percentage of your projected annual procurement spend from start-up enterprises				
	2.4	Percentage of your projected annual procurement spend from Black Youth Owned companies				
ESTIMATED RAND VALUE TOTAL OF SUPPLIER DEVELOPMENT COMMITMENT, EXCLUDING VAT :				R 0.00		

ESTIMATED RAND VALUE TOTAL OF SUPPLIER DEVELOPMENT COMMITMENT, EXCLUDING VAT :

R 0.00

SUPPLIER DEVELOPMENT COMMITMENT EXPRESSED AS A PERCENTAGE OF ESTIMATED CONTRACT VALUE :

%

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