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## Part T2: Returnable documents

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## PART T2: RETURNABLE DOCUMENTS

### T2.1 LIST OF RETURNABLE DOCUMENTS

The tenderer must complete the following returnable documents:

#### 1. Returnable Schedules required for tender evaluation purposes

No.	Returnable schedules	To be incorporated into the contract	
		Yes	No
1	Record of Addenda to Tender Documents	Yes	
2	Certificate of authority for joint ventures (where applicable)	Yes	
3	Labour payment schedule	Yes	
4	Proposed amendments and qualification	Yes	
5	Curriculum vitae of key personnel		No
6	Certificate of Attendance at Clarification Meeting		No
7	Compulsory Enterprise Questionnaire	Yes	
8	Schedule of Subcontractors	Yes	
9	Schedule of Plant and Equipment		No
10	Schedule of Tenderer's Experience		No
11	Supplier Declaration Form V7.4		No
12	Suppliers Code of Conduct	Yes	

## 2. Other documents required for tender evaluation purposes

No.	Returnable Documents	To be incorporated into the contract	
		Yes	No
1	Safety Plan and Fall protection plan in accordance with the Construction Regulations of 2003 and Transnet's E4E	Yes	
2	Environmental Management Plan	Yes	
3	Form of Intent to provide performance bond	Yes	
4	Certificate of Authority for Signatory (Resolution by Board)	Yes	
5	Letter of Good Standing with the Compensation Commissioner		No
6	Quality Assurance Plan		No
7	Approach paper and work plan	Yes	
8	Proposed organisation and staffing		No
9	Statement of compliance with requirements of the Scope of work	Yes	
10	Certified Copy of Financial Statements (for the past 3 years) including Balance sheets	Yes	
11	Certified Copy of Share Certificates CK1 & CK2	Yes	
12	Certified Copy of Certificate of Incorporation and CM29 and CM9	Yes	
13	Certified Copies of Identity Documents of Shareholders/Directors/Members (where applicable)	Yes	
14	Cancelled Cheque	Yes	
15	Original current Tax Clearance Certificate (Certified if it's a copy)	Yes	
16	Original VAT Registration Certificate	Yes	
17	BBBEE evaluation Certificate	Yes	
18	Joint Venture Companies: Certificate of Contractor Registration	Yes	

## 3 Other documents that will be incorporated into the contract

### 3.1 C1.1 Form of Offer and Acceptance

### 3.2 C1.2 Contract Data (Part 1 and 2)

### 3.3 C2.2 Bill of Quantities

## T2.2 RETURNABLE SCHEDULES

- Certificate of Attendance at Clarification meeting
- Schedule of the Tenderer's Experience
- Schedule of Subcontractors
- Schedule of Plant and Equipment (Tools)
- Labour Payment Schedule
- Record of addenda to Tender Document
- Compulsory Enterprise Questionnaire
- CV of key personnel.
- Proposed Amendments and Qualifications
- Certificate of Authority for joint ventures
- Supplier Declaration form (version 7.4)

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### Record of Addenda to Tender Documents

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signed

Date

Name

Position

Tenderer

### Schedule of Plant and Equipment

The following are lists of major items of relevant Equipment that I/we presently own or lease and will have available for this contract or will acquire or hire for this contract if my/our tender is accepted.

(a) Details of major Equipment that is owned by and immediately available for this contract.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

(b) Details of major Equipment that will be hired, or acquired for this contract if my/our tender is acceptable.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

Signed

Date

-----  
Name

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Position

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Tenderer

### Schedule of the Tenderer's Experience

The following is a statement of similar work successfully executed by myself/ourselves:

Employer, contact person and telephone number	Description of contract	Value of work Inclusive of VAT (Rand)	Date Completed
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Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Tenderer \_\_\_\_\_

### Certificate of Authority for Joint Ventures

This Returnable Schedule is to be completed by joint venture.

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms....., authorised signatory of the company....., acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.

NAME OF FIRM	ADDRESS	DULY AUTHORIZED SIGNATURE
Lead partner		Signature..... Name..... Designation
		Signature..... Name..... Designation
		Signature..... Name..... Designation

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**TRANSNET LIMITED**  
(REGISTRATION No. 1990/000900/06)  
**TRADING AS TRANSNET FREIGHT RAIL**

**LABOUR PAYMENT SCHEDULE**

**BAYHEAD, (CX) LOLIWE HOUSE (ADMIN): REFURBISHMENT OF FLOORS – GROUND, FIRST, SECOND, THIRD AND FOURTH FLOOR TO IMPLEMENT SPACE OPTIMIZATION.**

**TENDERERS ARE REQUIRED TO COMPLETE THE FOLLOWING SCHEDULE:**

CATEGORY OF LABOUR	NORMAL TIME	OVERTIME RATE 1	OVERTIME RATE 2
	(40 Hour Week)	Outside normal hours (workdays & Saturdays)	Sundays and Public Holidays
	R/Hour	R/Hour	R/Hour
Site/Contracts Engineer			
Commissioning Engineer			
Supervisor			
Draughtsman			
Duct Erector+ Labourer			
Pipe fitter+ Labourer			
Pipe Fitter Welder+ Labourer			
Electrician+ Labourer			
Additional Labourer			
Driver/Operator			

**% Profit on Material** \_\_\_\_\_

**I. TRANSPORT AND MACHINERY**

		<b>RUNNING</b>	<b>STANDING</b>
1. 0-0.5 ton vehicle	R/km	_____	_____
2. 0.5-1 Ton vehicle	R/km	_____	_____
3. 1-3 Ton vehicle with crane	R/km	_____	_____
4. >3 Ton vehicle	R/km	_____	_____

**5. Other equipment:**

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**6. Full details of any other charges:**

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**TENDERER:** \_\_\_\_\_

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

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### Proposed amendments and qualifications

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a Tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

The Tenderer's attention is drawn to clause F.3.8 of the Standard Conditions of Tender referenced in the Tender Data regarding the employer's handling of material deviations and qualifications.

Page	Clause or item	Proposal
<b>PREVIEW COPY ONLY</b>		

Signed

Date

Name

Position

Tenderer



### Curriculum Vitae of Key Personnel

<b>Name:</b>	<b>Date of birth:</b>
<b>Profession:</b>	<b>Nationality:</b>
<b>Qualifications:</b>	
<b>Professional registration number:</b>	
<b>Name of employer (firm):</b>	
<b>Current Position:</b>	<b>Years with the firm:</b>
<b>Employment record:</b> (list in chronological order starting with earliest work experience)	
<b>A. Experience record pertinent to required service</b>	
<b>Certification:</b>	
I, the undersigned, certify that to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.	
_____	_____
<i>[Signature of person named in schedule]</i>	Date



## Certificate of Attendance at Clarification Meeting

This is to certify that

\_\_\_\_\_ (Tenderer)

of

\_\_\_\_\_ (address)

\_\_\_\_\_ was represented by the person(s) named below at the compulsory meeting held for all tenderers at \_\_\_\_\_ (location) on \_\_\_\_\_ (date), starting at \_\_\_\_\_. We acknowledge that the purpose of the meeting was to acquaint ourselves with the Site of the Works and/or matters incidental to doing the work specified in the tender documents in order for us to take account of everything necessary when compiling our rates and prices included in the tender.

Particulars of person(s) attending the meeting:

Name: \_\_\_\_\_ Signature \_\_\_\_\_

Capacity: \_\_\_\_\_

Name: \_\_\_\_\_ Signature \_\_\_\_\_

Capacity: \_\_\_\_\_

Attendance of the above persons at the meeting is confirmed by the Employer's representative, namely:

Name: \_\_\_\_\_ Signature \_\_\_\_\_

Capacity: \_\_\_\_\_ Date and time \_\_\_\_\_

## Compulsory Enterprise Questionnaire

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

**Section 1: Name of enterprise:** .....

**Section 2: VAT registration number, if any:** .....

**Section 3: CIDB registration number, if any:** .....

**Section 4: Particulars of sole proprietors and partners in partnerships**

Name*	Identity number*	Personal income tax number*

\* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

**Section 5: Particulars of companies and close corporations**

Company registration number .....

Close corporation number .....

Tax reference number .....

**Section 6: Record in the service of the state**

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following.

- |  |   |
|--|---|
| <input type="checkbox"/> a member of any municipal council<br><input type="checkbox"/> a member of any provincial legislature<br><input type="checkbox"/> a member of the National Assembly or the National Council of Province<br><input type="checkbox"/> a member of the board of directors of any municipal entity<br><input type="checkbox"/> an official of any municipality or municipal entity | <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)<br><input type="checkbox"/> a member of an accounting authority of any national or provincial public entity<br><input type="checkbox"/> an employee of Parliament or a provincial legislature |
|--|---|

If any of the above boxes are marked, disclose the following:

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

\*insert separate page if necessary

**Section 7: Record of spouses, children and parents in the service of the state**

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

- a member of any municipal council
- a member of any provincial legislature
- a member of the National Assembly or the National Council of Province
- a member of the board of directors of any municipal entity
- an official of any municipality or municipal entity
- an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
- a member of an accounting authority of any national or provincial public entity
- an employee of Parliament or a provincial legislature

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

\*insert separate page if necessary

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

Name

Position

Enterprise name



### Schedule of Proposed Subcontractors

We notify you that it is our intention to employ the following Subcontractors for work in this contract.

If we are awarded a contract we agree that this notification does not change the requirement for us to submit the names of proposed Subcontractors in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.

	Name and address of proposed Subcontractor	Nature and extent of work	Previous experience with Subcontractor.
1.			
2.			
3.			
4.			
5.			

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Signed

Date

Name

Position

Tenderer