

**TRANSNET**



**NEC3 Engineering & Construction Short Contract  
(ECSC)**

**Transnet SOC Ltd**

(REGISTRATION NO.1990/000900/30)

trading as

**Transnet Freight Rail**

**Tender No. CRAC-VEG-15130**

Design, supply and install 3MVA 22/6.6 KV Distribution transformer  
at Sasolburg substation under the control of Depot Engineer,  
Veereneging

Issue Date, 28/04/2015

Closing Date: 21/05/2015

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# PART T1: TENDERING PROCEDURES

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## PART T1: TENDERING PROCEDURES

### T1.1 TENDER NOTICE AND INVITATION TO TENDER

CRAC-VEG-15130

#### 1. PROPOSAL REQUEST

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**] for the provision of the Refurbishment of the Construction of a secure brick and mortar building with a flat concrete a roof to Transnet Freight Rail.

Tenderers should have a CIDB contractor grading designation of **3EP** or higher. Potentially emerging enterprises **2EPPE** who satisfy criteria stated in the Tender Data may submit tender offers. Only Tenderers, who are registered with the CIDB, are eligible to submit tenders.

On or after 28 April 2015, the RFP documents may be inspected at, and are obtainable from the office of the Secretariat, Transnet Freight Rail, Tender Advice Centre, Ground Floor, Inyanda House 1, 21 Wellington Road, Parktown.

RFP documents will only be available for collection between 09:00 and 15:00 from 28 April 2015 until 07 May 2015.

Queries relating to the **administrative issues** of these documents may be addressed to:

Mr. Lindani Langa

Tel No. 011 584 1427

E mail: Lindani.Langa@transnet.net

Or

Mrs. Sarah Assegaai

Tel. No. 011 5840668

E-mail: Sarah.assegaai@transnet.net

#### 2 FORMAL BRIEFING

A compulsory RFP briefing will be conducted at Corner Stores and Keswick road Germiston **on the 8<sup>th</sup> of May 2015 starting at 10h00.**

- a) A Certificate of Attendance must be completed and submitted with your Proposal as proof of attendance is required for a compulsory site meeting and/or RFP briefing.



- b) Transnet will not be held responsible if any Bidder who did not attend the non-compulsory session subsequently feels disadvantaged as a result thereof.
- c) Respondents failing to attend the compulsory RFP briefing will be disqualified.
- d) Respondents without a valid RFP document in their possession will not be allowed to attend the RFP briefing.
- e) The briefing session will start punctually at 10H00 and information will not be repeated for the benefit of Respondents arriving late.

**This tender closes punctually at 10:00 hrs. on Thursday 21 May 2015.**

If responses are not delivered as stipulated herein, such responses will not be considered and will be treated as "NON-RESPONSIVE" and will be disqualified.

The responses to this RFP will be opened as soon as practicable after the expiry of the time advertised for receiving them.

Transnet shall not, at the opening of responses, disclose to any other company any confidential details pertaining to the Proposals / information received, i.e. pricing, delivery, etc. The names and locations of the Respondents will be divulged to other Respondents upon request.

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

No slips are to be attached to the response documents. Any additional conditions must be embodied in an accompanying letter. Alterations, additions or deletions should not be made by the Respondent to RFP documents. Any alterations must be initialed by the person who signs the Bid Documents

Tenders may only be submitted on the tender documentation that is issued. Telegraphic, telephonic, facsimile, email and late tenders will not be accepted.

Tenders submitted by Tenderers must be neatly bound and the inclusion of loose documents must be avoided.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

Compliance of tender(s) with Transnet's requirements is the sole responsibility of the Tenderer and any costs incurred in subsequent modifications to or replacement of equipment accepted by Transnet SOC Ltd in good faith on the grounds of certified compliance with specified standards by the contractor and in fact found to be inadequate in such respects, will be to the relevant Tenderer's account.

### **3 BROAD-BASED BLACK ECONOMIC EMPOWERMENT AND SOCIO-ECONOMIC OBLIGATIONS**

Transnet fully endorses and supports the Government's Broad-Based Black Economic Empowerment Programme 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.

The Department of Trade and Industry [DTI] is currently in the process of reviewing the B-BBEE Codes of Good Practice [Code Series 000]. Transnet reserves the right to amend this

RFP in line with such reviews and/or amendments once they have come into effect. Transnet furthermore reserves the right to adjust the thresholds and evaluation processes to be aligned with such changes which may be issued by the DTI after the issue date of this RFP.

### 3.1 B-BBEE Scorecard and Rating

As prescribed in terms of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its Regulations, Respondents are to note the following:

- Proposals will be evaluated on price which will be allocated 80 or 90 points and preference which will be allocated 20 or 10 points, dependent on the value of the Services.
- The 80/20 preference point system applies where the acquisition of the Services will be less than R 1,000,000.00. However, if the 80/20 preference point system is stipulated in this RFP and all Bids received exceed R 1,000,000.00, the RFP will be cancelled.
- The 90/10 preference point system applies where the acquisition of the Services will exceed R 1,000,000.00. However, if the 90/10 preference point system is stipulated in this RFP and all Bids received are equal to or below R 1,000,000.00, the RFP will be cancelled.

The 90/10 preference point system is applicable to this RFP.

When Transnet invites prospective service providers to submit Proposals for its various expenditure programmes, it requires Respondents [*Large Enterprises and QSE's - see below*] to have their B-BBEE status verified in compliance with the Government Gazette No 34612, Notice No. 754 dated 23 September 2011. Valid B-BBEE Verification Certificates must be issued by:

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

A Verification Certificate issued must reflect the weighted points attained by the measured entity for each element of the scorecard as well as the overall B-BBEE rating. Enterprises will be rated by Verification Agencies or Registered Auditors based on the following:

- a) **Large Enterprises** [i.e. annual turnover greater than R35 million]:
  - Rating level based on all seven elements of the B-BBEE scorecard
- b) **Qualifying Small Enterprises – QSE** [i.e. annual turnover between R5 million and R35 million]:
  - Rating based on any four of the elements of the B-BBEE scorecard
- c) **Exempted Micro Enterprises – EME** [i.e. annual turnover less than R5 million]:

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

  - Automatic rating of B-BBEE Level 4 irrespective of race or ownership

- Black<sup>1</sup> ownership greater than 50% or Black Women ownership greater than 50% automatically qualify as B-BBEE Level 3

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

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

In this RFP, Transnet will accordingly allocate a maximum of **20 points** in accordance with the **90/10** preference point system prescribed in the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its Regulations to the Respondent's final score based on an entity's B-BBEE scorecard rating.

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

**Turnover:** Kindly indicate your entity's annual turnover for the past year:

R \_\_\_\_\_

*All Respondents must complete and return the B-BBEE Preference Points Claim Form attached hereto.*

### 3.2 B-BBEE Joint Ventures, Consortiums and/or Subcontractors

In addition to the above, Respondents who would wish to enter into a Joint Venture [JV] or consortium with, or subcontract portions of the contract to, B-BBEE entities, must state in their RFPs the percentage of the total contract value that would be allocated to such B-BBEE entities, should they be successful in being awarded any business. A valid B-BBEE Verification Certificate in respect of such B-BBEE JV or consortium partners and/or subcontractor(s), as well as a breakdown of the distribution of the aforementioned percentage must also be furnished with the RFP Bid to enable Transnet to evaluate in accordance with the processes outlined in the B-BBEE Preference Points Claim Form appended hereto.

#### a) JVs or Consortiums

If contemplating a JV or consortium, Respondents should 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.

##### (i) Incorporated JVs/Consortiums

<sup>1</sup> **Black** means South African Blacks, Coloureds and Indians, as defined in the B-BBEE Act, 53 of 2003

As part of an incorporated JV/consortium's Bid response, the incorporated JV/consortium must submit a valid B-BBEE Verification Certificate in its registered name.

(ii) Unincorporated JVs/Consortiums

As part of an unincorporated JV/consortium's tendered response, the unincorporated JV/consortium must submit a consolidated B-BBEE certificate as if it was a group structure and such scorecard must have been prepared for this RFP in particular.

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

b) Subcontracting

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 that does 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.

3.3 **B-BBEE Registration**

In addition to the Verification Certificate, Transnet recommends that Respondents register their B-BBEE compliance and supporting documentation on the Department of Trade and Industry's [DTI] National B-BBEE IT Portal and Opportunities Network and provide Transnet with proof of registration in the form of an official B-BBEE Profile issued by the DTI.

Transnet would wish to use the DTI B-BBEE IT Portal as a data source for tracking B-BBEE compliance.

*For instructions to register and obtain a DTI B-BBEE Profile go to <http://bee.thedti.gov.za>.*

**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] developed in 2010 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 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.



#### 4 COMMUNICATION

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.

- 4.1 For specific queries relating to this RFP, an RFP Clarification Request Form should be submitted before 15:00 on 20/05/2015, substantially in the form set out 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.
- 4.2 After the closing date of the RFP, a Respondent may only communicate with the Secretariat of the Transnet Freight Rail Acquisition Council, at telephone no. 011 544 9486 on any matter relating to its RFP Proposal.

Respondents found to be in collusion with one another will be automatically disqualified and restricted from doing business with Transnet in the future.

#### 5 INSTRUCTIONS FOR COMPLETING THE RFP

- 5.1 Sign one set of original documents. This set will serve as the legal and binding copy. A duplicate set of documents is required. This second set must be an exact copy of the original signed Proposal.
- 5.2 Both sets of documents are to be submitted to the address specified in Tender Data.
- 5.3 All returnable documents tabled in the Proposal Form must be returned with your Proposal.

#### 6 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.

#### 7 ADDITIONAL NOTES

- 7.1 Changes by the Respondent to its submission will not be considered after the closing date.
- 7.2 The person or persons signing the Proposal must be legally authorised by the Respondent to do so. A list of those person(s) authorised to negotiate on behalf of the Respondent [if not the authorised signatories] must also be submitted along with the Proposal together with their contact details.
- 7.3 Bidders who fail to submit a duly completed and signed RFP Declaration Form will not be considered.
- 7.4 Transnet will not do business with companies involved in B-BBEE fronting practices.
- 7.5 Transnet may wish to visit the Respondent's place of business during this RFP process.

- 7.6 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.
- 7.7 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.

**FAILURE TO OBSERVE ANY OF THE AFOREMENTIONED REQUIREMENTS  
MAY RESULT IN A PROPOSAL BEING REJECTED**

## 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
- 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 convicted of a serious breach of law during the preceding 5 [five] years, including but not limited to breaches of the Competition Act 89 of 1998. Respondents are required to indicate whether or not they have been found guilty of a serious breach of law during the past 5 [five] years.

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

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**

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TRANSNET



delivering on our commitment to you

# Suppliers Code of Conduct

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## Suppliers Code of Conduct

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

These are:

- » Transnet Procurement Policy - A guide for tenderers;
- » Section 217 of the Constitution - the five pillars of Public PSCM (Procurement and Supply Chain Management): fair, equitable, transparent, competitive and cost effective;
- » The Public Finance Management Act (PFMA);
- » The Broad Based Black Economic Empowerment Act (BBBEE); and
- » The Anti-Corruption Act.

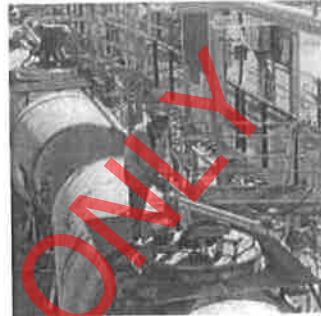
This code of conduct has been compiled to formally apprise Transnet Suppliers of Transnet's expectations regarding behaviour and conduct of its Suppliers.

### Prohibition of Bribes, Kickbacks, Unlawful Payments, and Other Corrupt Practices

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

**Transnet will not participate in corrupt practices. Therefore, it expects its suppliers to act in a similar manner.**

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



- » Employees must not accept or request money or anything of value, directly or indirectly, from suppliers.

Employees may not receive anything that is calculated to:

- Illegally influence their judgement or conduct or to influence the outcome of a sourcing activity;
- Win or retain business or to influence any act or decision of any person involved in sourcing decisions; gain an improper advantage.

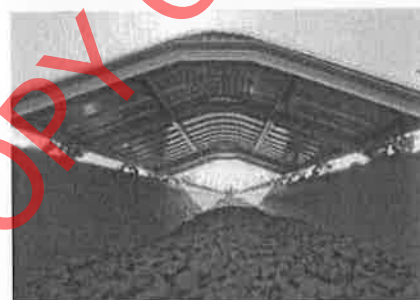
- » There may be times when a supplier is confronted with fraudulent or corrupt behaviour of Transnet employees. We expect our suppliers to use our "Tip-offs Anonymous" Hotline to report these acts - 0800 003 056.

**Transnet is firmly committed to free and competitive enterprise.**

- » Suppliers are expected to comply with all applicable laws and regulations regarding fair competition and anti-trust practices
- » Transnet does not engage non-value adding agents or representatives solely for the purpose of increasing BBBEE spend (fronting).

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

- » Generally, suppliers have their own business standards and regulations. Although Transnet cannot control the actions of our suppliers, we will not tolerate any illegal activities.



These include, but are not limited to:

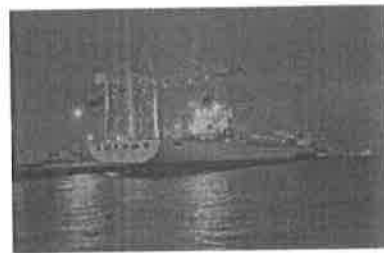
- Misrepresentation of their product (origin of manufacture, specifications, intellectual property rights, etc);
- Collusion;
- Failure to disclose accurate information required during the sourcing activity (ownership financial situation, BBBEE status, etc.);
- Corrupt activities listed above; and harassment, intimidation or other aggressive actions towards Transnet employees.

- >> Suppliers must be evaluated and approved before any materials, components, products or services are purchased from them. Rigorous due diligence must be conducted and the supplier is expected to participate in an honest and straight forward manner.
- >> Suppliers must record and report facts accurately, honestly and objectively. Financial records must be accurate in all material respects.

### Conflict of Interest

A conflict of interest arises when personal interests or activities influence (or appear to influence) the ability to act in the best interests of Transnet. Examples are:

- >> Doing business with family members.
- >> Having a financial interest in another company in our industry.



Show that you support good business practice by logging onto [www.transnet-suppliers.net](http://www.transnet-suppliers.net) and completing the form.

This will allow us to confirm that you have received, and agree to, the terms and conditions set out in our Suppliers Code of Conduct.

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- Win or retain business or to influence any act or decision of any person involved in sourcing decisions; gain an improper advantage.

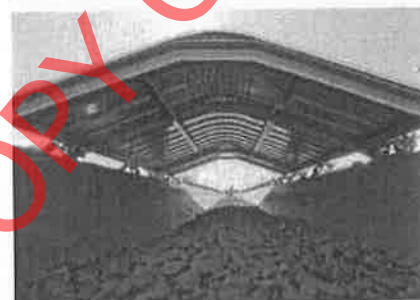
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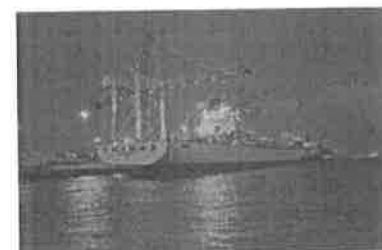
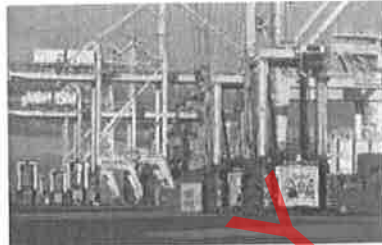
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- >> Having a financial interest in another company in our industry.



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This will allow us to confirm that you have received, and agree to, the terms and conditions set out in our Suppliers Code of Conduct.

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

**PART T1.2: TENDER DATA**

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## PART T1: TENDERING PROCEDURES

### T1.2 TENDER DATA

The conditions of tender are the Standard Conditions of Tender as contained in Annex F of the CIDB Standard for Uniformity in Construction Procurement.

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of tender. Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

F.1.1 The employer is Transnet SOC Ltd trading as Transnet Freight Rail

F.1.2 The tender documents issued by the employer comprise:

**Part T1: Tendering procedures**

T1.1 Tender notice and invitation to tender

T1.2 Tender data

**Part T2: Returnable documents**

T2.1 List of returnable documents

T2.2 Returnable schedules

**Part C1: Agreements and contract data**

C1.1 Form of offer and acceptance

C1.2 Contract data

C1.3 Forms of Security

C1.4 Adjudicator's Contract Data

**Part C2: Pricing data**

C2.1 Pricing instructions

C2.2 Bill of Quantities/ Activity Schedule

**Part C3: Scope of work**

C3 Scope of work

**Part C4: Site information**

C4 Site information

F.1.4 The employer's agent is:

Name : Sbonelo Kunene

Address : Transnet Freight Rail

1 Anvil Road

Isando

Infra Maintanane (Electrical)

Tel : 011 570 7164

E-mail : Sbonelo.Kunene@transnet.net

Tenderers must sign the attendance list in the name of the tendering entity. Addenda will be issued to and tenders will be received only from those tendering entities appearing on the attendance list.

F.2.1.1 The following Tenderers who are registered with the CIDB, or are capable of being so registered prior to the evaluation of submissions, are eligible to submit tenders:

- a) contractors who have a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a **3EP** class of construction work; and
- b) contractors registered as potentially emerging enterprises with the CIDB who are registered in one contractor grading designation lower than that required in terms of a) above and who satisfy the following criteria:
  - Has technical qualifications and competence.**
  - Has managerial capacity, reliability and experience.**
  - Has good reputation.**
  - Has equipment.**

Joint ventures are eligible to submit tenders provided that:

1. every member of the joint venture is registered with the CIDB;
2. the lead partner has a contractor grading designation in the **3EP** class of construction work; and
3. the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a **3EP** class of construction work.

F.2.7 The arrangements for a compulsory clarification meeting are: **as stated in the Tender Notice and Invitation to Tender**

Confirmation of attendance to be notified at least one full working day in advance to:

Name : Mr. Lindani Langa

Tel : 011 584 1427

E-mail : Lindani.Langa@transnet.net

Tenderers must sign the attendance list in the name of the tendering entity. Addenda will be issued to and tenders will be received only from those tendering entities appearing on the attendance list.

F.2.12 No alternative tender offers will be considered.

F.2.12 If a Tenderer wishes to submit an alternative tender offer, the only criteria permitted for such alternative tender offer is that it demonstrably satisfies the Employer's standards and requirements, the details of which may be obtained from the Employer's Agent.

Calculations, drawings and all other pertinent technical information and characteristics as well as modified or proposed Pricing Data must be submitted with the alternative tender offer to enable the Employer to evaluate the efficacy of the alternative and its principal elements, to take a view on the degree to which the alternative complies with the Employer's standards and requirements and to

evaluate the acceptability of the pricing proposals. Calculations must be set out in a clear and logical sequence and must clearly reflect all design assumptions.

Pricing Data must reflect all assumptions in the development of the pricing proposal.

Acceptance of an alternative tender offer will mean acceptance in principle of the offer. It will be an obligation of the contract for the Tenderer, in the event that the alternative is accepted, to accept full responsibility and liability that the alternative offer complies in all respects with the Employer's standards and requirements.

The modified Pricing Data must include an amount equal to 5% of the amount tendered for the alternative offer to cover the Employer's costs of confirming the acceptability of the detailed design before it is constructed.

F.2.13.3 Parts of each tender offer communicated on paper shall be submitted as an original, plus **one** copy.

F.2.13.5 The employer's address for delivery of tender offers and identification details to be shown on each tender offer package are:

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

The Chairperson  
Transnet Freight Rail Acquisition Council  
Inyanda House 1  
21 Wellington Road  
Parktown  
Johannesburg  
2001

It should also be noted that the above tender box is accessible to the public 24 hours per day, 7 days a week. The measurements of the "tender slot" are 500mm long x 100mm wide, and Tenderers must please ensure that tender documents/files are not larger than the above dimensions. Tenders which are too bulky (i.e. more than 100mm thick) must be split into two or more files, and placed in separate envelopes, each addressed as above.

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

#### **Identification details**

Tenders must be submitted before the closing hour on the date as shown in F2.15 below, and must be enclosed in a sealed envelope which must have inscribed on the outside:

- (a) Tender No: CRAC-VEG-15130
- (b) Description of work: Design, supply and install 3MVA 22/6.6 kv distribution transformer at Veereneiging
- (c) Closing date and Time: 14 May 2015 at 10H00
- (d) Closing Address: Inyanda House 1, Wellington road, Parktown, Johannesburg, 2001

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

- F.2.13.6 A two-envelope procedure will not be followed.
- F.2.15 The closing time for submission of tender offers is **as stated in the Tender Notice and Invitation to Tender.**
- F.2.15 Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.
- F.2.16 The tender offer validity period is **12 weeks**
- F.2.19 Access shall be provided for inspections, tests and analysis:  
**All sites as stated in the Scope of Work (Description of the Work)**
- F.2.23 The Tenderer is required to submit the following certificates with his tender:  
1.) An original valid Tax Clearance Certificate issued by the South African Revenue Services. **Failure to provide this document with the tender submission will result in disqualification.**  
2) BBBEE evaluation certificate done by an accredited company.  
3) Where a Tenderer satisfies CIDB contractor grading designation requirements through joint venture formation, such Tenderers must submit the Certificates of Contractor Registration in respect of each partner.

- F.3.4 The time and location for opening of the tender offers are:  
Time **10:15 on the closing date of tender.**  
Location: **Table G66 & 69, West Wing, Ground Floor, Inyanda House, 21 Wellington Road, Parktown, Johannesburg**

F3.11.1 Responsive and Substantive Test:

**Step 1: Administrative Responsiveness:** All Returnable Documents/Schedules provided: Mandatory and Essential

**Step 2: Substantive Responsiveness:**  
All Mandatory documents complete and correct and acceptable response to any clarification on Essential documentation

**Step 3: Test minimum threshold of 80% for Technical (Quality) Criteria:**  
(Points are NOT carried over to Stage 4)

**Technical Criteria:**

Evaluation Criteria	Max no of points	
• Compliance to Specifications	35%	100%
• Experience in Electrical Engineering Maintenance i.e transformer maintenance/refurbishment/installation	25%	
• Proof of qualifications i.e. qualified technician, Electrician, Electrical Engineer, ECSA Professional registration	30%	
• Delivery/Project schedule	10%	

**Step 4: Financial offer and Preference**

F3.11.3 The procedure for the evaluation of responsive tenders is Method 2

The score for financial offer is calculated using Formula 2 (option 1) of SANS 294,



F3.11.7 Score the financial offers of remaining responsive offers using the following formula:

$$N_{Fo} = W_i \times A$$

Where:  $N_{Fo}$  is the number of tender evaluation points awarded for the financial offer.

$W_i$  is the maximum possible number of tender evaluation points awarded for the financial offer as stated in the Tender Data.

A is a number calculated using the formula and option described in Table F.1 as stated in the Tender Data.

Up to 100 minus  $T_{EV}$  tender evaluation points will be awarded to Tenderers for SD.

Description of quality criteria and sub criteria			Max no of points
Commercial	Competitive Pricing	100	90
BBBEE	Points scored: Step 3	100	10
Total evaluation points			100

F.3.13.1 Tender offers will only be accepted if:

- a) The Tenderer has completed and returned all returnable documents and schedules.
- b) The Tenderer is registered with the Construction Industry Development Board in an appropriate contractor grading designation;
- c) The Tenderer or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.
- d) The Tenderer has not:
  - i) abused the Employer's Supply Chain Management System; or
  - ii) failed to perform on any previous contract and has been given a written notice to this effect; and
- f) has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the Tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.

***Tender will be disqualified if all returnable documents and schedules are not returned.***

F.3.18 The number of paper copies of the signed contract to be provided by the employer is **one**.

The additional conditions of tender are:

- 1 The Tenderer is deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the *works* and of the rates and prices stated in the priced Bill of Quantities in the *works* Information. The rates and prices (except in so far as otherwise provided in the Tender) collectively cover full payment for the discharge of all his obligations under the Contract and all matters and things necessary for the proper completion of the *works*.

- 2 **NO PRICING is to be reflected / listed in any tender document other than in the Form of Offer and Bill of Quantities / Price List**
- 3 The tenders shall be completed in black ink only.
- 4 Tenderers shall give a clause by clause comment as to whether or not their tender complies. If not, how it differs from the specification(s). Failure to do so may preclude a tender from consideration.
- 5 Notwithstanding what is stated in Pricing Data, Tenderers are required to tender for all the areas quoted in the Bill of Quantities, if possible.
- 6 Transnet Freight Rail may conclude one or more contracts as a result of this tender.

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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:  
*(Tender will be disqualified if all returnable documents and schedules are not returned)*

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

No	Returnable schedules (All are to be submitted)	Yes	No
1	Record of Addenda to Tender documents		
2	Certificate of authority for joint ventures (where applicable)		
3	Proposed amendments and qualifications		
4	Contractual Safety Clauses and Questionnaire		
5	RFP Declaration Form		
6	Annexure B - Non-Disclosure Agreement		
7	BBBEE Preference Points Claim Form		
8	Certificate of Acquaintance with RFP Documents		
9	Curriculum Vitae of key personnel		
10	Certificate of Attendance at Site/Clarification Meeting		
11	Compulsory Enterprise Questionnaire		
12	Schedule of Subcontractors		
13	Schedule of Plant and Equipment		
14	Schedule of the Tenderer's Experience		
15	Supplier Declaration form (version 7)		
16	Breach of Law Form		
17	RFP Clarification Form		
18	Supplier Code of Conduct		

**2 Other documents required for tender evaluation purposes**

No	Returnable Documents (All are to be submitted)	To be included in the contract
1	Safety Plan in accordance with the Construction Regulations of 2003 and Transnet's E4E (See Draft)	
2	Comprehensive Environmental Management Plan, Risk Register and Business Continuity Plan. Risk register to cover identified risks associated with this project and accompanying risk mitigation measures	
3	Form of Intent to provide performance bond	
4	Certificate of Authority for Signatory (Resolution by Board)	
5	Approach paper and work plan (Programme and Method statements)	
6	Statement of compliance with requirements of the Scope of work	
7	Letter of Good Standing with the Compensation Commissioner	
8	Quality Assurance Plan	
9	Proposed Organization and Staffing including quantity of personnel to be trained in aspects of safety	
10	BBBEE rating certificate with detailed scorecard	
11	Certified Copy of CIDB certification	
12	Certified Copy of Financial Statements (for the past 3 years) including Balance sheets	
13	Certified Copies: Share Certificates; CK1; CK2	
14	Certified copies: Certificate of Incorporation; CM29; CM9	
15	Certified Copies: Identity Documents Shareholders/ Directors/ Members	
16	Cancelled Cheque	
17	Current and original Tax clearance certificate	
18	Vat registration certificate	
19	Copy of BEE Policy/BEE Plan/Employment Policy/Procurement Policy	

**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 / Price List**

CK1; CK2 – Registr of cc's  
Certif of Incorpor; CM29; CM9 – for PTY's (CM9-Name Change)(CM29-Reg of Dir)

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## T2.2 RETURNABLE SCHEDULES

- Record of Addenda to Tender documents
- Certificate of authority for joint ventures (where applicable)
- Proposed amendments and qualifications
- Contractual Safety Clauses and Questionnaire
- RFP Declaration Form
- Annexure B - Non-Disclosure Agreement
- BBBEE Preference Points Claim Form
- Certificate of Acquaintance with RFP Documents
- Curriculum Vitae of key personnel
- Certificate of Attendance at Site/Clarification Meeting
- Compulsory Enterprise Questionnaire
- Schedule of Subcontractors
- Schedule of Plant and Equipment
- Schedule of the Tenderer's Experience
- Supplier Declaration form (version 7)
- Breach of Law Form
- RFP Clarification Form
- Supplier Code of Conduct



### 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 \_\_\_\_\_

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**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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## FOREIGN EXCHANGE RATE

### INFORMATION REQUIRED TO BE FURNISHED BY TENDERERS.

1. Particulars of the exchange rate on which prices are based:

\_\_\_\_\_ (Foreign currency) equals R \_\_\_\_\_ (South African currency)

**Note:** Tenderers who offer imported material shall base their tenders on the selling rate of exchange that ruling on the last working day of the month prior to the closing date of tenders.

2. The percentage of the tender prices which is to be remitted by the Tenderers from South Africa to another country is \_\_\_\_\_% of the f.o.b. /c. and f. /f.o.r. in bond price (delete those not applicable).

**Note:** (a) The percentage quoted above will be deemed to apply even though a portion only of the item(s) tendered for is accepted.

(b) Adjustment in respect of variation in exchange rate will be allowed only on the percentage of the tendered price quoted above.

3. The tendered price shall be computed at the rate of exchange stated by the Tenderer in paragraphs 1 and 2 above as applied to the percentage of the tendered price quoted.

4. Transnet Freight Rail will accept for its account, in respect of such percentage of the tendered price as will be affected by the rate of exchange, any variation between the rate mentioned in paragraph 1 above, and the rate ruling at the date when payment for the goods is made by Transnet Freight Rail; provided that if the Contractor is required to remit the whole or portion of the contract price to another country in payment for goods or portion thereof prior to receiving payment from Transnet Freight Rail, the date(s) of such remittance(s) shall be deemed to be the date(s) of payment by Transnet Freight Rail for the purposes of this paragraph.

5. In the absence of a specific indication by the Contractor at the time of tendering that the proviso to paragraph 3 will apply, it will be assumed that the Contractor desires the adjustment to be effected by reference to the date on which actual payment is made by Transnet Freight Rail.

6. (a) The Contractor shall, if so required, furnish documentary proof to establish that the percentage of the contract price specified by him in paragraph 2 has actually been remitted to another country and the rate of exchange at which that was done.

(b) Whenever the Contractor is required to remit the whole or portion of the contract price, to another country as contemplated in the proviso to paragraph 2 above, he shall notify Transnet Freight Rail forthwith and furnish documentary evidence of such remittance and of the rate of exchange at which that was done.

7. Invoices in respect of goods supplied must reflect the amount remitted or to be remitted to another country and the amount to be retained in South Africa.

8. The contractor shall take out forward cover for all imported materials and services within 14 days of award of the contract. Proof shall be submitted to the Project Manager/Manager in charge of the contract. The cost of forward cover shall be invoiced separate from the contract invoices and shall not be included in the tender price.

\_\_\_\_\_  
SIGNATURE OF TENDERER

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

WITNESSES:

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

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

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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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

"PREVIEW COPY ONLY"

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Tenderer \_\_\_\_\_

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### Curriculum Vitae of Key Personnel

Name:	Date of birth:
Profession:	Nationality:
Qualifications:	
Professional registration number:	
Name of employer (firm):	
Current Position:	Years with the firm:
Employment record: (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.	
<hr/> <i>[Signature of person named in schedule]</i>	<hr/> Date



## Certificate of Attendance at Clarification/Site Meeting/s

This is to certify that

\_\_\_\_\_ (Tenderer)  
of \_\_\_\_\_ (address)  
\_\_\_\_\_

was represented by the person(s) named below at the compulsory meetings held for all Tenderers on the dates listed below. 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 Company representative(s) attending the **CLARIFICATION MEETING**:

Name: \_\_\_\_\_ Signature \_\_\_\_\_  
Capacity: \_\_\_\_\_ Date and time \_\_\_\_\_

Attendance of the above person/s is confirmed by the Employer's representative:

Name: \_\_\_\_\_ Signature \_\_\_\_\_  
Capacity: \_\_\_\_\_ Date and time \_\_\_\_\_

Particulars of Company representative(s) attending the **SITE MEETING**:

Name: \_\_\_\_\_ Signature \_\_\_\_\_  
Capacity: \_\_\_\_\_ Date and time \_\_\_\_\_

Attendance of the above person/s is confirmed by the Employer's representative:

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:

- 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

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:

- |  |   |
|--|---|
| <input type="checkbox"/> a member of any municipal council                                     | <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) |
| <input type="checkbox"/> a member of any provincial legislature                                |   |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity  |
| <input type="checkbox"/> a member of the board of directors of any municipal entity            | <input type="checkbox"/> an employee of Parliament or a provincial legislature  |
| <input type="checkbox"/> an official of any municipality or municipal entity                   |   |

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.  
We confirm that all team supervisors of subcontractors who are contracted to control vegetation are registered as Pest Control Operators, specializing in the field of Industrial weed control, in terms of Act 36 of 1947 (Farm Feeds Agricultural and Stock Remedies Act).

	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 \_\_\_\_\_



### 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

Position

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
<b>PREVIEW COPY ONLY</b>			

Signed \_\_\_\_\_ Date \_\_\_\_\_

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

Tenderer \_\_\_\_\_

**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.
6. If such a relationship exists, Respondent is to complete the following section:

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

ADDRESS:

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

Indicate nature of relationship with Transnet:

\_\_\_\_\_

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

7. 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.
8. We accept that any dispute pertaining to this Bid will be resolved through the Ombudsman process and will be subject to the Terms of Reference of the Ombudsman. The Ombudsman process must first be exhausted before judicial review of a decision is sought. [Refer "Important Notice to Respondents" overleaf].
9. 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 R 5,000,000.00 [five million S.A. Rand] in value. Should a Respondent have any material concern regarding an RFP process which meets this value threshold, a complaint may be lodged with Transnet's Procurement Ombudsman for further investigation.**
- **It is incumbent on the Respondent to familiarise himself/herself with the Terms of Reference for the Transnet Procurement Ombudsman, details of which are available for review at Transnet's website www.transnet.net.**
- **An official complaint form may be downloaded from this website and submitted, together with any supporting documentation, within the prescribed period, to procurement.ombud@transnet.net.**
- **For transactions below the R 5,000,000.00 [five million S.A. Rand] threshold, a complaint may be lodged with the Chief Procurement Officer of the relevant Transnet Operating Division.**
- **All Respondents should note that a complaint must be made in good faith. If a complaint is made in bad faith, Transnet reserves the right to place such a Bidder on its List of Excluded Bidders.**

**BREACH OF LAW FORM**

NAME OF ENTITY: \_\_\_\_\_

I/We \_\_\_\_\_

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

Where found guilty of such a serious breach, please disclose:

NATURE OF BREACH:

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

DATE OF BREACH: \_\_\_\_\_

Furthermore, I/we acknowledge that Transnet SOC Ltd reserves the right to exclude any Respondent from the bidding process, should that person or entity have been found guilty of a serious breach of law, tribunal or regulatory obligation.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
SIGNATURE OF WITNESS

\_\_\_\_\_  
SIGNATURE OF RESPONDENT

### RFP CLARIFICATION REQUEST FORM

RFP No: CRAC-VEG 15130

RFP deadline for questions / RFP Clarifications: Before 12:00 on 18 February 2015

TO: Transnet SOC Ltd  
ATTENTION: The Secretariat, Transnet Freight Rail Acquisition Council **[TFRAC]**  
EMAIL: Prudence.nkabinde@transnet.net  
DATE: \_\_\_\_\_  
FROM: \_\_\_\_\_

RFP Clarification No [to be inserted by Transnet]

**REQUEST FOR RFP CLARIFICATION**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF WITNESS

\_\_\_\_\_  
SIGNATURE OF RESPONDENT





## SUPPLIER CODE OF CONDUCT

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

- The Transnet Supply Chain Policy
- Section 217 of the Constitution - the five pillars of Public PSCM [Procurement and Supply Chain Management]: fairness, equity, transparency, competitiveness and cost effectiveness;
- The Public Finance Management Act [PFMA];
- The Preferential Procurement Policy Framework Act [PPPFA];
- The Broad-Based Black Economic Empowerment Act [B-BBEE]; and
- The Prevention and Combating of Corrupt Activities Act.

This Code of Conduct has been included in this RFP to formally apprise prospective Transnet Suppliers of Transnet's expectations regarding the behaviour and conduct of its Suppliers.

### **Prohibition of bribes, kickbacks, unlawful payments, and other corrupt practices**

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

- a) *Transnet will not participate in corrupt practices and therefore expects its Suppliers to act in a similar manner.*
- Transnet and its employees will follow the laws of this country and keep accurate business records that reflect actual transactions and payments to our Suppliers.
  - Employees must not accept or request money or anything of value, directly or indirectly, to:
    - illegally influence their judgement or conduct or to ensure the desired outcome of a sourcing activity;
    - win or retain business or to influence any act or decision of any decision stakeholders involved in sourcing decisions; or
    - gain an improper advantage.
  - There may be an occasion when a Supplier is confronted with fraudulent or corrupt behaviour by a Transnet employee. We expect our Suppliers to use our "Tip-offs Anonymous" Hot line to report these acts [0800 003 056].

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

- Suppliers are expected to comply with all applicable laws and regulations regarding fair competition and antitrust.
- Transnet does not engage with non-value adding agents or representatives solely for the purpose of increasing B-BBEE spend [fronting].

*c) Transnet's relationship with Suppliers requires us to clearly define requirements, exchange information and share mutual benefits.*

- Generally, Suppliers have their own business standards and regulations. Although Transnet cannot control the actions of our Suppliers, we will not tolerate any illegal activities. These include, but are not limited to:
  - misrepresentation of their product [e.g. origin of manufacture, specifications, intellectual property rights];
  - collusion;
  - failure to disclose accurate information required during the sourcing activity [e.g. ownership, financial situation, B-BBEE status];
  - corrupt activities listed above; and
  - harassment, intimidation or other aggressive actions towards Transnet employees.
- Suppliers must be evaluated and approved before any materials, components, products or services are purchased from them. Rigorous due diligence is conducted and the Supplier is expected to participate in an honest and straight forward manner.
- Suppliers must record and report facts accurately, honestly and objectively. Financial records must be accurate in all material respects.

#### **Conflicts of Interest**

A conflict of interest arises when personal interests or activities influence [or appear to influence] the ability to act in the best interests of Transnet. Examples include, but are not limited to:

- Transnet employees awarding business to entities in which their family members or business associates have an interest
- Transnet employees having a financial interest in a bidding entity

Bidding entities are required to disclose any interest/s which exist between themselves and any employee and/or Transnet Board member.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
SIGNATURE OF WITNESS

\_\_\_\_\_  
SIGNATURE OF RESPONDENT

## 7TRANSNET SOC LTD / CONTRACTORS / SUB-CONTRACTORS

### CONTRACTUAL SAFETY CLAUSES WHICH WILL FORM PART OF ANY RESULTING CONTRACT

The parties agree on the following arrangements according to section 37 (2) of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) to ensure compliance by the mandatory with provisions of the Act.

- 1) That the contractor is an "employer" in his own right as defined in section 1 of Act 85 of 1993 and that he must fulfil all his obligations as an employer in terms of the Act.
- 2) The contractor shall comply with the requirements of Act 85 of 1993 in its entirety.
- 3) Where special permits are required, such as electrical switching, hot work permits, etc. the contractor shall obtain them from a person designated by Transnet SOC Ltd for this purpose, and all requirements of the contractor must rigidly comply with the permit.
- 4) The contractor shall conduct a risk assessment of the work to be performed by a competent person prior to the commencement of work, to identify risks and hazards that persons may be exposed to, analyse and evaluate identified hazards.
- 5) The contractor shall have a documented Health and Safety Plan based on the risks and hazards identified before commencement of work.
- 6) The Health and Safety Plan shall include the following:
  - 6.1 The safety management structure to be instituted with all appointments in terms of the Act and Regulations
  - 6.2 The safe working methods and procedures to be implemented to ensure work are performed in compliance to the Act.
  - 6.3 The safety equipment, devices and clothing to be made available by the contractor to his employees.
  - 6.4 The site access control measures pertaining to health and safety to be implemented.
  - 6.5 Control measures for ensuring that the Health and Safety Plan is maintained and monitored for the duration of the contract.
- 7) The contractor shall ensure that all work is performed under the close supervision of a person trained to understand the hazards associated with the work performed and who has authority to ensure that the necessary precautionary measures are implemented.
- 8) The contractor must appoint a Health and Safety Co-ordinator to liaise with Transnet SOC Ltd on matters pertaining to occupational health and safety.
- 9) The appointed Safety Co-ordinator must liaise at least once a week with the\* Health and Safety Section / Risk Manager /Occupational Risk Manager of Transnet SOC Ltd.
- 10) The contractor shall furnish the\* Health and Safety Section/ Risk Manager/ Occupational Risk Manager of Transnet SOC Ltd immediately with full particulars of any sub-contractor which he may involve in the contract in order that the sub-contractor himself can be made aware of all the clauses in this contract pertaining to health and safety.

- 11) The contractor shall stop any subcontractor from executing work which is not in accordance with the Health and Safety Plan or which poses a threat to health and safety of persons.
- 12) The contractor shall ensure that all his employees and visitors undergoes health and safety induction pertaining to the hazards prevalent, proof of such training must be kept on file.
- 13) In the event where the risk assessment reveals the risk relating to working from an elevated position the contractor shall cause the designation of a competent person, responsible for the preparation of a Fall Protection Plan.
- 14) The Fall Protection Plan shall include:
  - 14.1 A risk assessment of all work carried out from an elevated position
  - 14.2 Procedures and methods to address all the identified risks per location
  - 14.3 Evaluation of employee's physical and psychological fitness necessary to work at elevated position.
  - 14.4 The training of employees working from an elevated position.
  - 14.5 Procedure addressing the inspection, testing and maintenance of all fall protection equipment.
- 15) The contractor shall advise the \* Health and Safety Section / Risk Manager/ Occupational Risk Manager of Transnet SOC Ltd of any hazardous situations which may arise from work being performed either by the contractor or his sub-contractor.
- 16) Copies of all appointments required by the act must be given to \* Health and Safety Section / Risk Manager / Occupational Risk Manager of Transnet SOC Ltd.
- 17) The contractor shall ensure that a Health and Safety File is available which shall include all documentation as required by the Act, copy of his and his subcontractors Risk Assessment and Health and Safety Plan.
- 18) All incidents referred to in Section 24 of the Act involving the contractor and his subcontractor on Transnet SOC Ltd premises, shall be reported as prescribed. Transnet SOC Ltd hereby obtains an interest in the issue of any investigation, formal inquiry conducted in terms of Section 31 and 32 of the Act into any incident involving the contractor, his subcontractor, any person or machinery under his control on Transnet SOC Ltd premises.
- 19) No alcohol or any other intoxicating substance shall be allowed on Transnet SOC Ltd premises. The contractor shall not allow anyone under or suspected to be under the influence of alcohol or any other intoxicating substance on Transnet SOC Ltd premises.
- 20) Contractor to ensure its employees undergo medical surveillance as required by legislation
- 21) Contractor will be required to provide monthly safety performance reports and statistics
- 22) A letter of good standing in terms of Section 80 (Employer to register with the Compensation Commissioner) of the Compensation for Occupational Injuries and Disease Act 1993 (Act 130 of 1993) must also be furnished.
- 23) All clauses in the contract pertaining health and safety form an integral part of the contract and if not complied with may be construed as breach of contract.

\*As applicable

## Tenderer OH & S Management System Questionnaire

This questionnaire forms part of TFR tender evaluation process and is to be completed by all Tenderer's and submitted with their tender offer. The objective of the questionnaire is to provide an overview of the status of the Tenderer's OH&S management system. Tenderers will be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters. TFR will verify accuracy of this information during the physical visit as part of the tender evaluation.

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

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

## Safety Performance Report

### Monthly DIFR for previous months

Previous Year	No of Disabling Injuries	Total Number of employees	DIFR per month
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

DIFR = Number of Disabling injuries x 200000 divided by number of man hours worked for the period

Signed  
(Tenderer)

"PREVIEW COPY ONLY"

**PART C1  
AGREEMENT AND CONTRACT DATA**

**"PREVIEW COPY ONLY"**



## Contract Data

**The Employer is**

**Name** Transnet SOC Ltd trading as Transnet Freight Rail  
**Address** 49<sup>th</sup> Floor Carlton Centre, 150 Commissioner Street, JHB, 2000  
**Telephone** 011 773 8005 ..... **Fax** 011 773 7717 .....  
**E-mail address** Lindani.Langa@transnet.net

**The works are** Design, supply and install 3MVA 22/6.6 kV distribution transformer at Vereeniging substation under the control of the Depot Engineer

**The site is** Vereeniging substation

**The starting date is** as soon as possible

**The completion date is** not later than 4 months after the contract has been concluded

**The period for reply is** 2 weeks.

**The defects date is** 52 weeks after Completion.

**The defect correction period is** 4 weeks.

**The delay damages are** R5,000.00 per day.

**The assessment day is the** Last day of each month.

**The retention is** 100% until completion of the first installation and 10% thereafter

**Does the United Kingdom Housing Grants, Construction and Regeneration Act (1996) apply?** No

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## Contract Data

The interest rate on late payment is **2 (Two) % per annum above the prime lending rate of the Standard Bank Limited** as determined from time to time.

The *Contractor* is not liable to the *Employer* for loss of or damage to the *Employer's*

property in excess of R 25,000.00..... for any one event.

The *Employer* provides this insurance as stated in the insurance policy for contract works and public liability (Principal Controlled Insurance), attached to the tender documents.

The minimum amount of cover for the third insurance stated in the

Insurance Table is To the extent as stated in the insurance policy for contract works and public liability (Principal Controlled Insurance), attached to the tender documents.

The minimum amount of cover for the fourth insurance stated in the

Insurance Table is To the extent as stated in the insurance policy for contract works and public liability (Principal Controlled Insurance), attached to the tender documents.

The *Adjudicator nominating body* is Association of Arbitrators (Southern Africa)

The *tribunal* is Arbitration

If the *tribunal* is arbitration, the arbitration procedure is The Rules for the conduct of Arbitrations issued by the Association of Arbitrators (Southern Africa) by an Arbitrator to be mutually agreed by the Parties, and failing agreement to be appointed by the Association of Arbitrators.

The *conditions of contract* are the NEC3 Engineering and Construction Short Contract (June 2005) and the following additional conditions

### 1. PERSONNEL REQUIREMENTS

- 1.1. The *Contractor* must confirm that an Engineer, fully conversant with the current practices relating to railbound measuring systems in South Africa is in on the *Contractor's* establishment and will be involved in the contract when required. The name and qualifications of the Engineer at the date of submission of the tender must be stated by the *Contractor*.
- 1.2. The *Contractor's* project manager for the project shall have experience in railway measuring systems and shall be fully conversant with the current practices relating to railbound measuring systems in South Africa. The names and qualifications of the project manager together with full details of his experience in this field of work, must be furnished.
- 1.3. The *Contractor* shall have suitably qualified supervisors in charge of this project. The names and qualifications of the supervisors together with full details of their experience in this field of work, must be furnished. All supervisory staff shall be in direct employment of either the *Contractor* or his sub-contractor, subject to the sub-contractor being an approved *Contractor* for the relevant type of work.
- 1.4. The *Contractor* must note that any member of Transnet's personnel associated with this project is responsible for inspection only and will not render any assistance, except at the instruction of the Employer.
- 1.5. If a portion of the contract work covered by the specifications will be done on existing assets, personnel of Transnet will supervise such work. The prevention of faults on existing equipment is essential.

### 2. REPORTS ON FAULTS AND FAILURES

- 2.1. The *Contractor* shall inform the Employer of the names and addresses and telephone numbers of his personnel to be called in emergencies. The *Contractor* will be responsible for seeing that one or more members of his personnel are available on call at all times to receive fault or failure reports.



- 2.2. Members of the *Contractor's* personnel shall, while on call, keep the duty personnel in the Employers Control Office informed of their movements in order that they may be contacted without delay in case of an emergency.
- 2.3. The *Contractor* shall keep the Employer and the duty personnel of the Control Office informed of the names of members of his personnel who will be available to receive calls during specific periods.
- 2.4. The *Contractor* will be held responsible and accountable for any delays to the train service that he may cause during the contract period.

### 3. SAFETY REGULATIONS

#### 3.1. High voltage electrical equipment

- 3.1.1. All works shall be carried out in terms of the E7/1 Specification.
- 3.1.2. The attention of the *Contractor* is drawn to the possibility of "live" electrical overhead wires or underground cables existing in the area covered by this contract and the danger of coming in contact with such wires or piercing underground electrical cable, during excavations.
- 3.1.3. When doing installations or working on existing equipment in the vicinity of high voltage equipment, the *Contractor* must take the necessary precautionary measures to safeguard his personnel against injury. The *Contractor* must consider all equipment as "live", notwithstanding any safety measures introduced into the system to reduce induced stray voltages to a safe level.
- 3.1.4. All personnel under the control of the *Contractor* must be made aware of the danger of "live" electrical wires and cables as well as induced stray voltages into cables and equipment before a commencement is made with the work.
- 3.1.5. During installation all safety measures prescribed by the Machinery And Occupational Health and Safety Act, 1993 associated with working on a project of this nature shall be adhered to and particular attention shall be given to the storage of inflammable materials and the use of naked flames or other fire hazard operations.
- 3.1.6. Special care shall be exercised when welding or flame cutting operations occur and *Contractors* are required to provide suitable fire fighting equipment at close hand to these operations.
- 3.1.7. For the application of the Occupational Health and Safety Act, 1993 the site and works shall be deemed to be under the *Contractor's* control for the duration of the contract and any subsequent maintenance period during which work is taking place. The *Contractor* shall be regarded as the employer and shall be responsible for ensuring that the requirements of the Act and the regulations are implemented on the work site.
- 3.1.8. Where referred to "Machinery and Occupational Safety Act 1983 (Act 6 of 1983)" in any specification or condition, forming part of this tender/contract, it must be replaced by "Occupational Health and Safety Act 1993 (Act 85 of 1993)".
- 3.1.9. The *Contractor* shall provide the necessary number of suitable first aid outfits, one set in the camp and one set at each working team. He shall maintain these outfits fully equipped at all times.

#### 3.2. Access to sites and buildings

- 3.2.1. The *Contractor* will be given access to the various equipment sites and such entry permits and keys as are considered necessary by the Employer.
- 3.2.2. Access to site will generally be via public and/or Transnet service roads. Any additional access required by the *Contractor* to the worksite shall be provided by him at his own cost and removed on completion of the work and re-instated to its original condition. Written approval from the Employer must be obtained before any access is constructed.



3.3. Occupations

3.3.1. Where safety of trains is affected by the work in progress, the Employer will provide personnel to supervise the protection of trains. The *Contractor* must provide protection of his personnel where they would be subjected to the danger of passing trains.

3.3.2. The wearing of reflective clothing is compulsory while moving on or near railway lines.

3.4. Damages consequent to the neglect on the part of the *Contractor*

3.4.1. The *Contractor* will be held responsible for costs incurred by the Employer as a result of failure on the part of the *Contractor* or his personnel, to observe the security regulations of Transnet regarding the entry of personnel into all buildings or equipment sites, and such costs will be decided by Transnet.

3.4.2. Repair costs due to damage to Transnet property by the *Contractor* and/or his staff will be for the account of the *Contractor*.

3.5. General

3.5.1. The *Contractor* shall comply with all applicable legislation, regulations issued in terms thereof and Transnet's safety rules which shall be entirely at the *Contractor's* cost, and which shall be deemed to have been allowed for in the tendered rates and prices.

3.5.2. In accordance with the safety case between the Employer and the *Contractor*, the *Contractor* shall, in particular, comply with the following Acts: -

(1) The Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993. The *Contractor* shall produce proof of his registration and good standing with the Compensation Commissioner in terms of the Act.

(2) The Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended and Regulations issued in terms thereof or unrepealed regulations issued in terms of the former Act no. 6 of 1983, in their entirety. The *Contractor* is, in terms of section 37(2) of Act no. 85, deemed to be an employer in his own right with duties as prescribed in the said Act, and agrees to ensure that all work will be performed, and machinery and plant used, in accordance with the provisions of the said Act in respect of all persons in his employ, other persons on the premises or the site or place of the works or on the works to be executed by him and staff under his control in terms of the contract. According to section 37(2) (Act 85 of 1993) the agreements in this contract and all documents attached or referred to, form an integral part of the arrangements and procedures mentioned in the aforementioned section.

(3) The Explosives Act No. 26 of 1956 (as amended): The *Contractor* shall, when applicable, furnish the Employer with copies of the permits authorising him or his employee to establish an explosives magazine on or near the site, and to undertake blasting operations in compliance with the Act.

3.5.3. The *Contractor* shall report all accidents in writing to the Technical Officer. Any accident resulting in the death of or injury to any person on the Works shall be reported within 24 hours of its occurrence, and any other accident shall be reported within 48 hours of its occurrence.

3.5.4. For the purpose of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended and Regulations issued in terms thereof or unrepealed regulations issued in terms of the former Act no. 6 of 1983, the site/s, to be demarcated as agreed to between the *Contractor* and the Employer before the works start, will be transferred to the control of the *Contractor* for the duration of the contract work at each site.

(1) Registration of the site with the Occupational Health and Safety Act No. 85 of 1993 (Act 85 of 1993) must be done by the *Contractor* in consultation with the Employer or his authorised delegate on behalf of Transnet.



- (2) Should the *Contractor* occupy a site under the control of Transnet, he shall not be responsible for the safe working method of Transnet. The representative appointed by Transnet shall nevertheless attend all site safety meetings called for in terms of this Act.
  - (3) The representative must hand in copies of the minutes of these meetings to the Employer. These meetings will be monitored and should action be required the necessary steps will be taken to rectify the problems.
  - (4) Copies of the agreement between the *Contractor* as Employer and his employees as envisaged by Section 37(2) of the Occupational Health And Safety Act No. 85 of 1993. (Act 85 of 1993) must be supplied by the successful *Contractor* before work commences.
  - (5) The *Contractor* must provide a safety case as an agreement or promise by one party using or operating on the assets of the other party.
- 3.5.5. All clauses in this contract pertaining to health and safety form an integral part of this contract and if not complied with may be construed as breach of contract entitling the Employer to the appropriate remedies.
- 3.5.6. Refer to Specification E.4E: Safety Arrangements and Procedural Compliance with the Occupational Health & Safety Act No 85 of 1993 bound into the tender document. *Contractors* must allow in their tender rates and prices for adherence to the laid down procedure. Non-compliance with the procedure will be construed as a breach of contract.
- 3.5.7. The *Contractor* shall comply with the specification for Works on, over, under or adjacent to railway lines and near high voltage equipment -E7/1 (April 1991), if included in the contract. He shall also comply with all other safety rules, regulations and guidelines of Transnet applicable to the nature of Works carried out under the contract, and shall obtain the particulars thereof from the Employer.
- 3.5.8. The *Contractor* shall indemnify Transnet against any claims or damages arising out of the *Contractor's* non compliance with the provisions of this clause 4.5.
- 4. SECURITY**
- 4.1. The *Contractor* shall be responsible for providing security on site for his personnel, plant and material. Deployment of security personnel shall be arranged in consultation with the Technical Officer subject to the applicable Transnet regulations.
- 4.2. In terms of clause 12(1)(a) Annexure 1 of the SATS Legal Succession Act (Act No. 9 of 1989), a special permit is required by any person carrying a firearm on premises owned or controlled by Transnet or the South African Rail Commuter Corporation.
- 5. PLANS AND DOCUMENTS: OWNERSHIP, COPYRIGHT AND STANDARDS**
- 5.1. The *Contractor* hereby grants to Transnet a nonexclusive licence, in accordance with the provisions of section 22 of the Copyright Act 1978,
- (1) to copy any document/calculation compiled/done by the *Contractor* in connection with the WORKS,
  - (2) to make free and unrestricted use thereof for its own purposes, modify some or having it modified by a third party for any reasons,
  - (3) to provide copies thereof to a third party (*Contractors* or consultants) of Transnet to be used by them for the purposes of tendering or consultancy.
- 5.2. Subject to the provisions of clauses 1.46 to 1.49 of the Works Information, the *Contractor*, furthermore, if any such document/calculation by any principal or subcontractor of the *Contractor*, is used in connection with the Works, shall cause such principal or subcontractor to grant to Transnet a similar nonexclusive licence for the purposes set out herein. The provisions of this clause shall not apply to documents made, in the case of equipment to be supplied, in connection with the manufacturing process of the equipment supplied but only to the equipment supplied itself.

5.3. No separate or extra payment shall be due by Transnet in respect of any non-exclusive licence granted in terms of this clause.

5.4. All documents generated or supplied on this contract shall comply with Spoornet specification CSE-1159-001, category X48, issue 1 (March 1994).

**6. INSURANCE COVER**

6.1. Transnet SOC Ltd will effect and pay for insurance cover as stated in the insurance policy for contract works and public liability (Principal Controlled Insurance), attached to the tender documents.

6.2. The terms of the "Principal Controlled Insurance Policy" is negotiated by Transnet each year, therefore, the conditions of the policy embodied in this tender enquiry/contract is valid only for the period as stated in the policy. In the event of an occurrence that may arise during the course of a contract the rates/conditions of the latest policy i.e. applicable at date of occurrence, shall apply.

"PREVIEW COPY ONLY"



**Contract Data**

The Employer is

**Name** Transnet Limited, Trading as Transnet Freight Rail  
**Address** Keswick and Stores, Germiston  
**Telephone** (011) 570-7164  
**E-mail** Sbonelo@transnet.net

The works is **Design, supply and install 5MVA 88/6.6 kV distribution transformer at Sasolburg substation under the control of the Depot Engineer, Vereeniging**

The site is Sasolburg Distribution Substation

The starting date is to be advised.....

The completion date is to be advised.....

The reply period is two weeks

The defects date is fifty two weeks after completion

The defect correction period is 2 (two) weeks

The delay damages are R4,000.00 per day

The assessment day is the 13<sup>th</sup> (thirteen) of each month

The retention is 10 %( ten)

Does the United Kingdom Housing Grants, Construction and Regeneration Act (1996) applies? **No**

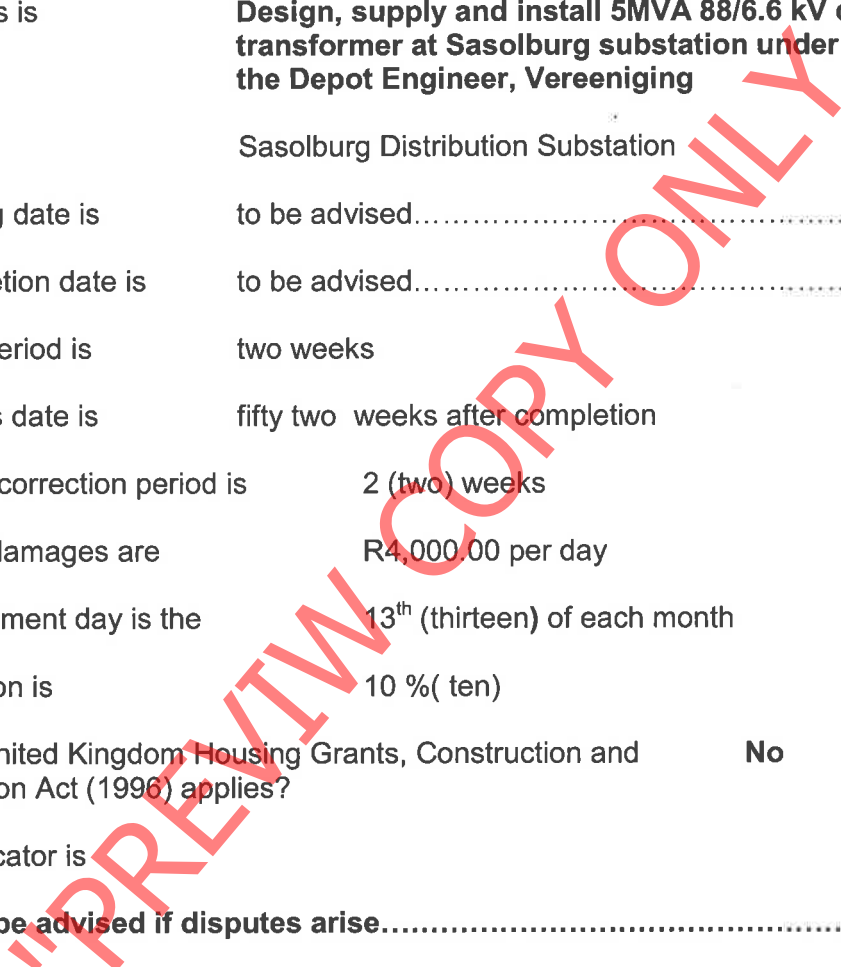
The Adjudicator is

**Name: To be advised if disputes arise**.....

**Address:**.....

**Telephone:**.....**Fax No.** .....

**E-mail:**.....



## Contract Data

The interest rate on late payment is 2% per complete week of delay.

The *Contractor* is not liable to the *Employer* for loss of or damage to the *Employer's* property in excess of R2m (two million) for any one event.

The *Employer* provides this

### **Insurance: Transnet Principal Control Insurance**

The minimum amount of cover for the third insurance stated in the Insurance Table is

**> R25,000.00 (Limited to R10, 000, 000.00. for any one event)**

The minimum amount of cover for the fourth insurance stated in the Insurance Table is:

**Not applicable** .....

The adjudicator nominating body is: **The Chairman of the Association of Arbitrators (Southern Africa)**

The tribunal is: **Arbitration** .....

If the tribunal is arbitration, the arbitration procedure is: **The rules for the Conduct of Arbitrators of the Association of Arbitrators (Southern Africa)** .....

The *conditions of contract* are the NEC3 Engineering and Construction Short Contract (June 2005) and the following additional conditions:

**As mentioned in paragraph 1.0 (Contractual obligations)**

## **1.0 CONTRACTUAL OBLIGATIONS**

- 1.1 This project specification covers Transnet Freight Rail's requirements for the supply of 5MVA 88/6.6kV transformer at Sasolburg substation under the control of the Depot Engineer, Vereeniging.
- 1.2 The Contractor shall not make use of any sub-Contractor to perform the works or parts thereof without prior permission from the Employer.
- 1.3 The Contractor shall ensure that a safety representative is at site at all times.
- 1.4 The Contractor shall comply with all applicable legislation and Transnet safety requirements adopted from time to time and instructed by the Employer / Employer's Deputy. Such compliance shall be entirely at his own cost, and shall be deemed to have been allowed for in the rates and prices in the contract.



- 1.5 The Contractor shall, in particular, comply with the following Acts and Transnet Specifications:-
- 1.5.1 The Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993. The Contractor shall produce proof of his registration and good standing with the Compensation Commissioner in terms of the Act.
- 1.5.2 The Occupational Health and Safety Act (Act 85 of 1993).
- 1.5.3 The explosive Act No. 26 of 1956 (as amended). The Contractor shall, when applicable, furnish the Employer / Employer's Deputy with copies of the permits authorising him or his employees, to establish an explosives magazine on or near the site and to undertake blasting operations in compliance with the Act.
- 1.5.4 The Contractor shall comply with the current Transnet Specification E.4E, Safety Arrangements and Procedural Compliance with the Occupational Health and Safety Act, Act 85 of 1993 and Regulations and shall before commencement with the execution of the contract, which shall include site establishment and delivery of plant, equipment or materials, submit to the Employer / Employer's Deputy.
- 1.5.5 The Contractor shall comply with the current Specification for Works On, Over, Under or Adjacent to Railway Lines and near High Voltage Equipment – E7/1, if applicable, and shall take particular care of the safety of his employees on or in close proximity to a railway line during track occupations as well as under normal operational conditions.
- 1.5.6 Contractors shall indicate clause-by-clause compliance with the specifications in clause 25.1.2. This shall take the form of a separate document listing all the specifications clause numbers indicating the individual statement of compliance or non-compliance.
- 1.5.7 Contractors shall motivate a statement of non-compliance.
- 1.6 The Contractor's Health and Safety Programme shall be subject to agreement by the Employer / Employer's Deputy, who may, in consultation with the Contractor, order supplementary and/or additional safety arrangements and/or different safe working methods to ensure full compliance by the Contractor with his obligations as an employer in terms of the Act.
- 1.7 In addition to compliance with clause 1.4 hereof, the Contractor shall report all incidents in writing to the Employer / Employer's Deputy. Any incident resulting in the death of or injury to any person on the works shall be reported within 24 hours of its occurrence and any other incident shall be reported within 48 hours of its occurrence.
- 1.8 The Contractor shall make necessary arrangements for sanitation, water and electricity at these relevant sites during the installation of the equipments.
- 1.9 A penalty charge of **0.15 % of the contract value** per day will be levied for late completion of the project.
- 1.10 **10%** retention money will be retained and will be released 12 months after the completion date of the contract.

- 1.11 The Contractor shall supply a **site diary** (with triplicate pages). This book shall be used to record any unusual events during the period of the work. Any delays to the work shall also be recorded such as delays caused by poor weather conditions, delays caused by permits being cancelled etc. The appointed Employer or Employer's Deputy must countersign such delays. Other delays such as non-availability of equipment from 3<sup>rd</sup> party suppliers must be communicated to the Employer or Employer's Deputy in writing.
- 1.12 The Contractor shall supply a **site instruction book** (with triplicate pages). This book shall be used to record any instructions to the Contractor regarding problems encountered on site – for example the quality of work or the placement of equipment. This book shall be filled in by the Employer or Employer's Deputy and must be countersigned by the Contractor.
- 1.13 Both books mentioned in 1.10 and 1.11 shall be the property of Transnet Freight Rail and shall be handed over to the Employer or Employer's Deputy on the day of energising or handing over.
- 1.14 All processes of the manufacture and assembly of the product components must be subjected to a quality assurance system.
- 1.15 The Contractor will assume full responsibility for assuring that the products purchased meet the requirements of Transnet Freight Rail for function, performance, and reliability, including purchased products from 3<sup>rd</sup> party suppliers/Manufacturers.
- 1.16 The Contractor shall prove to Transnet Freight Rail that his equipment or those supplied from 3<sup>rd</sup> party suppliers/manufacturers confirms to Transnet freight rail specifications.
- 1.17 The Contractor will remain liable for contractual delivery dates irrespective of deficiencies discovered during workshop inspections.
- 1.18 The successful Contractor shall provide a Gantt or a similar chart showing when the works will be done and energised. A final chart should be submitted to the Employer or Employer's Deputy within 14 days after the award has been made to the successful Contractor.
- 1.19 The onus is on the manufacturer to prove the effectiveness of their system to Transnet Freight Rail during the production of the prototype.
- 1.20 ISO.9000 to 9004 inclusive (SABS 0157 parts 1 to 4) must be regarded as a guideline, where applicable.

## **2.0 INSTALLATION**

- 2.1 The Contractor shall be responsible for the transport to site, off-loading, handling, storage and security of all material required for the construction/execution of the works.
- 2.2 All fasteners on steelwork, components and electrical connections (nuts and bolts) shall be secured using flat as well as lock washers.
- 2.3 Contractor shall supply multi care cable and connect the tele-control. The substation shall not be switched on unless the tele-control is fully operational.

### **3.0 FOUNDATIONS**

3.1 The successful tenderer shall be responsible for the design and casting of foundations for the support structures in the traction substation high voltage yard.

3.2 The successful tenderer shall carry out his own survey in regard to soil types and their load bearing capabilities.

3.3 Equipment support foundations shall be finished off 200mm above the finished earth level of the yard. The design must be such as to prevent standing water.

3.4 All foundations shall be levelled, and the surfaces must be float finished.

3.5 All support foundations shall be at the same level.

3.6 The 28-day strength of concrete used shall be a minimum of 20Mpa.

3.7 Hand mixed concrete is not acceptable, it must be mechanically mixed.

3.8 After completion of casting, the successful tenderer shall level the crusher stones around new foundations.

### **4 INTERCONNECTION OF EQUIPMENT**

4.3 All fasteners on steelwork, components and electrical connections (nuts and bolts) shall be secured using flat as well as lock washers.

4.4 All HT electrical equipment interconnections shall be done using conductors similar to that being used in the existing substation yard.

4.5 Conductors between separately mounted outdoor equipment shall incorporate a degree of flexibility to avoid any over-stressing of these connections due to the foundation movement or conductor expansion/contraction and to facilitate alignment of equipment.

4.6 High conductive silicon grease shall be liberally applied to all the connections.

4.7 All dissimilar metal connections (Cu to Al) shall be made using bi-metallic clamps that are specifically designed and manufactured to make that particular connection (ad hoc fabricated clamps are not acceptable).

### **5 DRAWINGS, INSTRUCTION MANUALS AND SPARE PART CATALOGUES**

5.3 All as built drawings shall be supplied in electronic format (Microstation/Acad).

5.4 The successful Contractor will be required to submit all drawings (paper prints), within four weeks of award of tender, to the Employer or Employer's Deputy for approval. No construction or manufacturing activity will be allowed prior to the associated drawings having been approved.

5.5 During the duration of the contract period, the successful Contractor will be required to inform the Employer or Employer's Deputy of any changes to these drawings and will have to resubmit the affected drawings for approval prior to it being used on this contract.

- 5.6 All drawings, catalogues, instruction book and spares lists shall be in accordance with Transnet Freight Rail's specification CEE.0224.2002.
- 5.7 All final as built drawings shall be provided to Transnet Freight Rail within four weeks after commissioning.
- 5.8 Supply three sets of A3 schematic wiring diagram in hard copy format and electronic format for approval

## 6 STEELWORKS

- 6.3 The design, supply and installation of all steel structures for the support of equipment shall be the responsibility of the Contractor. This shall be in accordance with Transnet freight rail specification CEE.0183.2002.
- 6.4 The manufacture of any steelwork shall not take place prior to the approval of the design drawings by the Supervisor/ Electrical Officer.
- 6.5 Transnet Freight Rail shall inspect the steelwork at the manufacturers works prior to dispatch.
- 6.6 All fasteners (nuts & bolts) shall be secured using flat and spring washers where necessary.
- 6.7 All steelwork shall be galvanized in accordance with SANS 121 and, where required painted in accordance with specification CEE 045 of 2002/1.

## 7 SITE TESTS

- 7.3 The equipment shall be inspected/tested and approved by Transnet Freight Rail Quality Assurance at the Contractor's workshop prior to it being taken to site. Only once the approval has been granted can the equipment be taken to site for installation.
- 7.4 The Contractor shall be responsible for carrying out of on-site tests and commissioning of all equipment supplied and installed in terms of this specification and the contractual agreement.
- 7.5 Functional on-site tests shall be conducted on all items of equipment and circuitry to prove the proper functioning and installation thereof.
- 7.6 The Contractor shall submit a detailed list of on-site tests for the approval of the Employer or Employer's Deputy.
- 7.7 The Contractor shall arrange for the Employer's Deputy or his representative to be present to witness the on-site tests.
- 7.8 The on-site tests and subsequent commissioning **will not commence until ALL CONSTRUCTION** work has been completed. Construction staff, material and equipment shall be removed from site prior to the commencement of testing. Testing and commissioning of the substation equipment will not be allowed to take place in a construction site environment.
- 7.9 The on-site tests shall include the following:

**6.7.1 Test for the functionality of all electrical circuitry.**

**6.7.2 Trip tests on relays.**

**6.7.3 Test on equipment as per manufacturer's instructions.**

**6.7.4 Insulation tests.**

- 7.10 At the completion of the on-site tests, the Employer or Employer's Deputy or his representative shall either sign the tests sheets (supplied by the Contractor) as having witnessed the satisfactory completion thereof, or hand to the Contractor a list of defects requiring rectification.
- 7.11 Upon rectification of defects, the Contractor shall arrange for the Employer or Employer's Deputy or his representative to certify satisfactory completion of on-site tests.
- 7.12 Acceptance by the Employer or Employer's Deputy of satisfactory completion of on-site tests in no way relieves the Contractor of his obligation to rectify defects which may have been overlooked or become evident at a later stage.

## **8 COMMISSIONING OF EQUIPMENT**

- 8.3 Commissioning will only take place after all defects have been rectified to the satisfaction of the Employer or Employer's Deputy.
- 8.4 Commissioning will include energising of equipment from the primary isolator to the track feeder circuits. The Contractor must prove the satisfactory operation of all equipment under live conditions.
- 8.5 On completion of commissioning, the Contractor will hand the equipment over to the Employer or Employer's Deputy in terms of the relevant instruction.
- 8.6 The commissioning of protection equipment by Transnet Freight Rail will in no way absolve the Contractor from any of his responsibilities during the guarantee period. It is the Contractor's responsibility to satisfy himself or herself that the commissioning of the protection equipment has been carried out in a satisfactory manner, and in no way compromises the proper operation of the equipment supplied in terms of the contract.
- 8.7 The Contractor shall be present during the testing and setting of the protection to rectify any faults found.

## **9 GUARANTEE AND DEFECTS**

- 9.3 The Contractor shall guarantee the satisfactory operation of the complete electrical installation supplied and erected by him and accept liability for maker's defects that may appear in design, materials and workmanship.
- 9.4 The Contractor shall be issued with a completion certificate with the list of all defects to be repaired within 14 working days after commissioning.
- 9.5 The guarantee period for these substations shall expire after:

- A period of 12 months commencing on the date of completion of the contract / sub-order or the date the substation is handed over to Transnet Freight Rail whichever is the earliest.
- 9.6 Any defects that may become apparent during the guarantee period shall be rectified to the satisfaction of Transnet Freight Rail, and to the account of the Contractor.
- 9.7 The Contractor shall undertake work on the rectification of any defects that may arise during the guarantee period within 7-days of his being notified by Transnet Freight Rail of such defects.
- 9.8 Should the Contractor fail to comply with the requirements stipulated above, Transnet Freight Rail shall be entitled to undertake the necessary repair work or effect replacement of defective apparatus or materials, and the Contractor shall reimburse Transnet Freight Rail the total cost of such repair or replacements, including the labour costs incurred in replacing defective material.
- 9.9 Any specific type of fault occurring three times within the guarantee period and which cannot be proven to be due to other faulty equipment not forming part of this contract e.g., faulty locomotive or overhead track equipment, etc., shall automatically be deemed an inherent defect. Such inherent defect shall be fully rectified to the satisfaction of the Employer or Employer's Deputy and at the cost of the Contractor.
- 9.10 If urgent repairs have to be carried out by Transnet Freight Rail staff to maintain supply during the guarantee period, the Contractor shall inspect such repairs to ensure that the guarantee period is not affected and should they be covered by the guarantee, reimburse Transnet Freight Rail the cost of material and labour.

## **10 QUALITY AND INSPECTION**

- 10.3 Transnet Freight Rail shall inspect the equipment under contract on the premises of the Manufacturer or successful Contractor.
- 10.4 The Contractor shall notify Transnet Freight Rail 14 days in advance of such an inspection date.
- 10.5 The Contractor shall apply 14 days in advance for the date of energizing and ensure that all work is completed before any commissioning can take place.
- 10.6 The Contractor shall be responsible to issue a compliance certificate in terms of SANS 0142 for each site before energizing of the equipment shall take place.

## Contract Data

### The Contractor's Offer

The Contractor is

**Name** .....

**Address** .....

**Telephone** ..... **Fax No.** .....

**E-mail** .....

The percentage for overheads and profit added to the Defined Cost for people is.....%.

The percentage for overheads and profit added to other Defined Cost is..... %.

The Contractor offers to Provide the Works in accordance with the *conditions of contract* for an amount to be determined in accordance with the *conditions of contract*.

The offered total of the Prices is:.....

Signed on behalf of the Contractor

**Name** .....

**Position** .....

**Signature**..... **Date** .....

### The Employer's Acceptance

The Employer accepts the Contractor's Offer to Provide the Works

Signed on behalf of the Employer

**Name** .....

**Position** .....

**Signature**..... **Date** .....

## Part C2.1: Pricing Data

### Price Instructions

#### 2.0 PRICING INSTRUCTIONS

1. The agreement is based on the NEC Engineering and Construction Short Contract 3. The contract specific variables are as stated in the contract data. Only the headings and clause numbers for which allowance must be made in the Price list are recited.
2. Preliminary and General Requirements are based on part 1 of SANS 1921, 'Construction and Management Requirements for Works Contracts'. The additions, deletions and alterations to SANS 1921 as well as the contract specific variables are as stated in the contract data. Only the headings and clause numbers for which allowance must be made in the Price list are recited.
3. It will be assumed that prices included in the Price list are based on Acts, Ordinances, Regulations, By-laws, International Standards and National Standards that were published 28 days before the closing date for tenders.
4. Reference to any particular trademark, name, patent, design, type, specific origin or producer is purely to establish a standard for requirements. Products or articles of an equivalent standard may be substituted.
5. The Price list is not intended for the ordering of materials. Any ordering of materials, based only on the Price list, is at the Contractor's risk.
6. The amount of the Preliminaries to be included in each monthly payment certificate shall be assessed as an amount prorated to the value of the work duly executed in the same ratio as the preliminaries bears to the total of prices excluding any contingency sum, the amount of the Preliminaries and any amount in respect of contract price adjustment provided for in the contract.
7. The amount or items of the Preliminaries shall be adjusted to take account of the theoretical financial effect which changes in time or value (or both) have on this section. Such adjustments shall be based on adjustments in the following categories as recorded in the Price list:
  - a) An amount which is not to be varied, namely Fixed (F).
  - b) An amount which is to be varied in proportion to the contract value, namely Value Related (V).
  - c) An amount which is to be varied in proportion to the contract period as compared to the initial construction period, excluding revisions to the construction period for which no adjustment the Contractor is entitled to in terms of the contract, namely Time Related (T).
8. The following abbreviations are used in the Price list:  
Hr = Hour



Ea	=	Each
OCB	=	Oil Circuit Breaker
GCB	=	Gas Circuit Breaker
PCB	=	Polychlorinated Biphenyl
Quant	=	Quantity

- 9 The prices and rates in these Price list are fully inclusive prices for the work described under the items. Such prices and rates cover all costs and expenses that may be required in and for the execution of the work described in accordance with the provisions of the scope of work and shall cover liabilities and obligations set forth or implied in the Contract data, as well as profit.
- 10 Where the scope of work requires detailed drawings and designs or other information to be provided, all costs associated therewith are deemed to have been provided for and included in the unit rates and sum amount tendered for such items.
- 11 Where no quantity has been provided against an item in the Price list, the Contractor shall use their discretion and provide the quantity.
- 12 The quantities set out in these Price list are approximate and do not necessarily represent the actual amount of work to be done. The quantities of work accepted and certified for payment will be used for determining payments due and not the quantities given in these Price list.
- 13 The short descriptions of the items of payment given in these Price list are only for purposes of identifying the items. More details regarding the extent of the work entailed under each item appear in the Scope of Work.
- 14 Tenderer shall ensure that provision (financial as well as time) for excavations in a range of soil types is made for in their tenders.
- 15 For each item in the Price list, including Preliminaries, the Contractor shall provide in the appropriate column the portion of the tendered sum (inclusive of labour and material) which has been sourced locally (Republic of South Africa).
- 16 The Contractor shall also arrange forward cover within two weeks after contract award on all imported items.

1

**Contract Data  
Price List**

Contract Data		Description		Unit	Qt	Rate	Price	
Item		Description						
<b>A</b>	<b>Sasolburg 6.6kv Substation</b>							
1.		Dismantle, remove and transport old 1 MVA transformer to STQ storage Depot.		sum	1			
2.		Remove old transformer concrete slab.		sum	1			
3.		Cast new concrete slab for the 5MVA transformer.		sum	1			
4.		Design, supply and install 5MVA 88/6.6kV distribution transformer.		each	1			
5.		Supply joint kits and all required terminations		set	1			
6.		Supply all control and power cables		set	1			
7.		Redo outdoor yard earthing for the 6.6kv substation.		sum	1			
8.		Programme all protection relays with new protection settings based on the 5MVA settings (Transnet will calculate the settings).		sum	1			
9.		Installation		sum	1			
10.		Testing and commissioning for the transformer and the whole substations.		sum	1			
11.		Security for the duration of the contract.		sum	1			
12.		P's and G's (Labour, site establishment, transport, civil works, etc.)		sum	1			
<b>B</b>		<b>Total Price =</b>		<b>R</b>				
		<b>Gross Total (B plus 14% VAT) =</b>		<b>R</b>				
		<b>Delivery Period =</b>						

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#### 11 DESCRIPTION OF WORK

The scope covers TFR requirements for the design, supply, installation, testing and commissioning of 5MVA 88/6.6 kV distribution transformer at Vereeniging substation.

#### 10.1 SASOLBURG DISTRIBUTION TRANSFORMER

- 11.3.1 Supply and install 5MVA, 88/6.6kV distribution transformers at Sasolburg distribution substation in accordance with specification, BBB 8205 version 2.
- 11.3.2 Supply and install GOB bushings for the main transformers complete with clamps.
- 11.3.3 Supply and install secondary bushings for the main transformer complete with clamps.
- 11.3.4 Supply and install flying busbars from the primary circuit breaker to the primary bushings of the distribution transformer.
- 11.3.5 Supply and install 6.6 kV power cable from the transformer termination box to the distribution panel.
- 11.3.6 Supply and install all control and power cables necessary for the correct operation of the transformer from the transformers to the distribution panel.
- 11.3.7 Supply and fill the transformer with virgin oil. The oil shall be stored in PCB free containers.
- 11.3.8 The Contractor shall provide oil storage containers, power plant, filter plant and vacuum pump.
- 11.3.9 The Contractor shall take oil samples within 48 hours after commissioning. The results shall be submitted within 7 working days after taking oil sample.
- 11.3.10 The Contractor shall repair any leaks within 7 days after being reported and re-tighten all newly installed gaskets three month after completion of the works.

#### 12 REQUIREMENT FOR THE INSTALLATION OF THE TRANSFORMERS

- 12.3 The Contractor shall make provision for the replacement of any small steel parts, bolts, and nuts if required. All the supplied material shall be stainless steel.
- 12.4 The distribution transformers main tanks and their associated conservator tanks shall be painted grey and white respectively and in accordance with Transnet freight rail specifications CEE.0045 and CEE.0183.2002.
- 12.5 The gasket shall be Type 72 with the thickness of 10 mm for the top gasket and oil fins, and 6mm for the rest of the attachment brackets.

- 12.6 All insulators and electrical components shall be covered when spraying and or painting equipment indicated in the schedule of quantities.
- 12.7 The Contractor shall provide the oil filtering equipment, oil storage container and three-phase power plant.
- 12.8 The Contractor shall fill the transformer with the virgin mineral insulating oil after the completion of work. This shall be performed under vacuum conditions.
- 12.9 The Contractor shall filter the oil when filling the transformer.
- 12.10 The oil shall comply with the requirements specified in SABS 555 edition 4 of 2002.
- 12.11 The Contractor shall perform oil tests for all the transformers before the commencement of work and 48 hours after the completion of the works. The oil samples shall be taken from the top and bottom of the main tank of the transformer.
- 12.12 The Contractor shall perform oil purification of the transformer oil in accordance with Transnet freight rail specification CEE.0229 of 1995. The purified oil shall comply with the requirements specified in SABS 555 edition 4 of 2002.
- 12.13 The Contractor shall repair any defects within 14 days from the date of inspection.
- 12.14 The Contractor shall clean oil spills on the transformer plinth and ballast.

**12 TESTING AND ANALYSIS OF TRANSFORMER OIL**

- 12.1 The Contractor shall sample and test the oil in accordance with the specification as shown below on Table 1
- 12.2 The test shall be done before the transformer is filled with oil.

**Table 1. Tests to be done on virgin oil after delivery to site:**

Oil	Unit	Specification	Reference and / or test method
Aromatic content		6 to 14 max	IEC 60590
Total fufural and furans		Not detectable	BS 148

Poly aromatics hydrocarbons		≤ 3,0 max	IP 346
Aniline point		63 to 84	ASTM D611
Interfacial tension @ 20 °C		≥ 40 min	ISO 6295
Neutralization value	mg KOH/g	≤ 0,03 max	BS 148
Corrosive sulphur		Non corrosive	Cigre CCD - method
Moisture		≤ 20 max	IEC 60814
Anti- oxidant additives	% by mass	No additives	IEC 60666
Oxidation stability acidity after 164 h @ 120 °C	mg KOH/g	≤ 0,4 max	IEC 60074
Oxidation stability sludge after 164 h @ 120 °C	% by mass	≤ 0,1 max	IEC 60074
Dielectric Strength	kV/ 2,5 mm	≥ 60 min	IEC 60156
Dissipation factor @ 90 °C		≤ 0,005 max	IEC 60247
Gassing Tendency	mm <sup>3</sup> /min	≤ 5	BS 148
Particles contamination and fibres per 100 ml	Particles size <15 µm	≤ 1000 particles/dm <sup>3</sup>	ISO 4406 of 2000
Silicon Content		Not detectable	
Polychlorinated biphenyl		Not detectable	EPA 608b

12.3 The oil tests shall be done by an accredited laboratory. The copy of the accreditation certificate shall be submitted together with the oil results.

12.4 The Contractor shall provide the following tests 48 hours after energising the transformer:

- Moisture Content
- Acid Content
- Dielectric Strength Test
- Dissolved Gas Analysis
- Sludge Test
- Chlorine Test
- PCB Test
- Furanic Test

12.5 PCB test will be performed only if the Chlorine test is positive.

12.6 The Contractor shall provide containers for sampling and labels for the information to be supplied with the sample. The labels shall make provision for the following information: -

- District / Depot
- Location (of substation)
- Date of sample
- Sampled by: (name)
- Unit Duty (Traction/ Auxiliary Transformers)
- Unit Make
- Unit Serial Number

- Unit Voltage (kV)
- Unit Capacity (MVA)
- Sampling Point
- Gauge Temperature
- Contract Number

- 12.7 Transnet freight rail shall not accept samples unless all the information has been provided.
- 12.8 The Contractor shall provide a hard copy of the results to the Project Manager and Technical officer.
- 12.9 For each parameter tested, the Contractor shall provide an allowable limit. For example the report must show the breakdown of tests as shown below:

Test	Value	Allowable
Electric Strength	20kV	>60kV

### 13.0 TECHNICAL SPECIFICATIONS OF THE TRANSFORMERS.

#### 13.1 Transformer requirement for Sasolburg distribution substation.

- 13.1.1 Nominal system/primary voltage is 88kV and secondary is 6.6 kV.
- 13.1.2 Number of phases: primary three and secondary three.
- 13.1.3 Neutral point required only on the secondary side. Neutral point shall be effectively earthed.
- 13.1.4 The supply frequency is 50 Hz and rated power shall be 5 MVA.
- 13.1.5 Number of tap switches shall be 5.
- 13.1.6 Vector group shall be Dyn11.
- 13.1.7 The transformer shall have five off circuit tapping positions of  $\pm 5\%$ .
- 13.1.8 GOB bushings shall be fitted on the primary side.
- 13.1.9 Bushings to be fitted on the secondary side.
- 13.1.10 Cable termination box shall be fitted on the secondary side.
- 13.1.11 The transformer shall be mounted on the flat base.
- 13.1.12 The Contractor shall make provision for lifting lugs and the jacking pads.

The following fittings are required: -

- Conservator with oil level indication.
- Silica gel breather.
- Gas and oil actuating relay with test and sample valves.
- Main tank drain valve.
- Oil temperature and Winding temperature indications.
- Galvanised radiators.

The transformer main tank cover joint shall be welded.

The welded joint of the main tank cover shall be designed to permit removal of the weld with the minimum damage mating flanges so that they will be suitable for re-welding.

#### **14.0 FACTORY TESTS TO BE CONDUCTED ON THE TRANSFORMER.**

- 14.1 All the tests as per Transnet Freight Rail's specification BBB 5019 version 4.
- 14.2 Insulation power factor test to check the quality of the insulation.
- 14.3 Resistance measurements tests (megger tests) to check the integrity of the windings.
- 14.4 Ratio test to check if the transformer has been constructed with proper ratio of turns in the primary and the secondary windings and if the transformer has the proper percent differential between taps.
- 14.5 The ratio test shall be performed in all rated voltage connections to all the positions.
- 14.6 Polarity tests to check if the polarity is as shown on the nameplate.
- 14.7 No load and excitation tests at rated voltage.
- 14.8 Vacuum leak tests to check for any leaks.
- 14.9 Temperature rise test to determine whether the temperature rise of the windings, oil meet the design values.
- 14.10 Frequency response analysis tests to obtain the fingerprint of the transformer. This can be used to determine future mechanical problems inside the transformer.
- 14.11 Dissolved gas analysis after the temperature rise tests

#### **15.0 FILLING THE TRANSFORMER WITH VIRGIN OIL**

- 15.1 The transformer shall be filled with virgin oil under vacuum.
- 15.2 The vacuum to be drawn on the transformer shall be as stated on the transformer nameplate.
- 15.3 The transformer shall not have leaks for this method to be efficient.
- 15.4 Factory residual moisture content shows equilibrium with the vacuum as follows:
  - At 40 °C, minimum of 10- 27 Pa vacuum required.
  - At 60 °C, minimum of 40- 160 Pa vacuum required.
  - At 80 °C, minimum of 160- 190 Pa vacuum required.
- 15.5 Circulate the transformer oil through an oil filtering plant.
- 15.6 Record the oil temperature going into and coming out of the transformer. Limit the temperature of the ingoing oil to a maximum of 90 °C.
- 15.7 Circulate oil through the transformer until bottom oil temperature reaches 60 °C.

## 16.0 OIL FILTERING EQUIPMENT

16.1 The oil purification plant shall be mobile, as the purification shall take place on the field. It shall be mounted on a roadworthy double axle trailer and be covered by a waterproof canopy.

16.2 Purification of the oil shall be carried out when the transformer is off load.

16.3 The oil shall be passed through a porous media for exposure to the effect of vacuum and easy of releasing moisture and gaseous contaminants. Porous media cartridge called coalescer is recommended for this process.

16.4 The filtration cartridges shall be constructed from non-migration type cellulose material with a high dirt holding capacity.

16.5 The plant shall have built in sensing devices to continually monitor all vital parameters. If any of the parameters deviate from normal operation the plant shall shut down instantaneously preventing the flow of oil.

16.6 The following parameters shall be monitored: -

- Temperature
- Vacuum level
- Pressure
- Foam and overflow
- Motor overload

16.7 Diagnostic light shall remain on to inform the operator what failed and what corrective action is required.

16.8 A low watt density heater shall be used to prevent heat degradation of the oil. The maximum power density shall be 1.7-watt/ cm<sup>2</sup>.

16.9 Heater elements shall be encapsulated in steel tubes and be completely insulated from the oil to prevent fire hazards and to provide uniform heating of the oil.

16.10 Heaters shall be protected by fail-safe electronic type temperature controller.

16.11 The purification plant should be able to achieve the following from three passes:-

- Remove water from 50 ppm down to 10ppm.
- Remove gas from 12% by volume of oil to 1%.
- Remove 95% of particles over 0,5 micrometer.
- Improve the dielectric strength to at least 40 kV.

16.12 Instrumentation and electrical controls shall be located in a dust proof enclosure.



- 16.13 When the plant is operating automatically, a manual override of all functions shall be provided. A plant shall have an emergency shut down switch, which will override any operation.
- 16.14 If high foam is detected, vacuum shall be reduced to acceptable level, and if the foaming persists for five seconds the plant shall shut down.
- 16.15 If the inlet or discharge valve is closed during start up or operation low-level alarm should activate and the plant shall be shut down.
- 16.16 The plant shall be fitted with phase sequence relay and automatic interlock to prevent incorrect rotation of equipment.
- 16.17 The plant shall be fitted with vacuum booster to enhance transformer dry out and the oil over flow shall be incorporated into this booster to prevent oil from transformer from entering into the booster.
- 16.18 The plant shall be fitted with programmable logic controller (PLC) to control the operation of the plant. The operator should simply push the start button and the PLC shall sequentially start the plant.
- 16.19 The operator shall also be able to operate the plant manually by selecting manual control. When the plant is operating manually, the PLC shall monitor all alarm functions of the plant.
- 16.20 The plant shall be equipped with an in line water in oil monitor. The monitor shall display water content in the transformer oil in parts per million (ppm).
- 16.21 The plant shall be equipped with a temperature monitor. The monitor shall display the temperature of transformer oil in degree Celsius ( $^{\circ}\text{C}$ ).

## **17.0 SUPPLY AND INSTALLATION OF CABLES**

17.1 Contractor shall supply and install all the control and power cables (multicore cable, cable from TX to switchgear, cables form switchgear to the line) in accordance with the specifications BBC 0198 version 1 and CEE 0023 of 1990.

17.2 The Contractor shall supply joint kits and all necessary terminations.

## **18.0 TELECONTROL**

Provision shall be made for tele-control operation of the switchgear breakers

## Contract Data

### Works Information

#### 25.0 Specification

##### 25.1 South African National Standards:

25.1.1.1	SANS 1091	National colour standard.
25.1.1.2	SANS 763	Hot dip galvanised zinc coating.
25.1.1.3	SANS 121	Hot Dip Galvanised Coating for Fabricated
25.1.1.4	SANS 10142-1	Wiring Code.

##### 25.1.2 Transnet Freight Rail:

25.1.2.1	BBB 8205	Specification for high voltage supply transformers in accordance with IEC 60076 and BS 171
25.1.2.2	BBB0845 Version 3	Requirements for metal oxide surge arresters without gaps for AC systems in accordance with SANS 60099-4
25.1.2.3	BBB0937 Version 2	Requirements for outdoor post type current transformers for traction and distribution substations.
25.1.5.4	BBB1267 Version 10	Requirements for outdoor alternating current circuit breakers for traction and distribution substations.
25.1.5.5	BBB2721 Version 10	AC Primary Circuit Breaker Control Panel and AC/DC Distribution Panel for 3kV DC Traction substations
25.1.5.6	BBB3059 Version 2	3Kv DC traction substation earthing system for high voltage outdoor yards
25.1.5.7	BBB4182 Version 3	Indoor, medium voltage metal enclosed switchgear and control gear in accordance with IEC 62271-200.
25.1.5.8	BBB7842 Version 1	Outdoor, high voltage, alternating current disconnectors combined with earthing switches.
25.1.5.9	BBC0198 Version 1	Requirements for the supply of electrical cables
25.1.5.10	S420	Specification for concrete work

25.1.5.11	CEE-TBD-0007	Earthing arrangement for traction substations
25.1.5.12	CEE-TBK-0027	Control circuit diagram- NO volt operation
25.1.5.13	CEE-TBK-0028	Trip, lockout and indication circuit diagram
25.1.5.14.	CEE.0023.90	Specifications for installation of cables.
25.1.5.15	CEE.0045.2002/1	Painting of steel Components of Electrical equipment.
25.1.5.16	CEE.0183.2002	Hot dip galvanising and painting of electrical equipment.
25.1.5.17	CEE.0224.2002	Drawings, catalogues, instruction manuals and spares list for electrical equipment supplied under contract.

**NOTE: Any other specifications referenced in the above mentioned specification, will be for information purposes and may be provided on request.**

25.2 Occupational Health and Safety Act No. 85 of 1993 (Available at depot for referral)

**25.3 Constraints on how the Contractor Provides the Works**

25.3.5 The constrains shall be as specified in the specifications of the particular equipment.

**25.4 Requirements for the programme**

25.4.5 Programme of work To be submitted by successful Contractor

25.4.6 Format Gantt chart

25.4.7 Information How work is going to be executed and commissioned

25.4.8 Submission 3 weeks after the award of contract

25.4.9 Site diary Successful Contractor to supply in triplicate carbon copies

25.4.10 Site instruction book Successful Contractor to supply in triplicate carbon copies

**25.5 Transnet Freight Rail responsibilities**

25.5.5 Transnet Freight Rail shall inspect all equipment before dispatching the equipment to site.

25.5.6 Transnet Freight Rail shall have an electrician available for isolation and the erection of barriers to live electrical equipment and issuing of work permits.

25.5.7 Upon successful completion of the works to the satisfaction of Transnet Freight Rail, Transnet Freight Rail shall perform necessary protection tests and commission the equipment.

25.5.8 The Contractor shall make necessary arrangements for sanitation, water and electricity at these relevant sites during the installation of the equipments.

25.5.9 Transnet Freight Rail will arrange for the reconnecting of telecontrol equipment in the substation and no final energising shall take place without this.

Contract Data

Site Information

The works shall be performed at **SASOLBURG** 6.6 kV Substation.

"PREVIEW COPY ONLY"

### SCHEDULE OF DEVIATIONS

**Note:**

1. To be completed by the Employer prior to award of contract. This part of Contract Data would not be required if the contract has been developed by negotiation between the Parties and is not the result of a process of competitive tendering.
2. The extent of deviations from the tender documents issued by the Employer prior to the tender closing date is limited to those permitted in terms of the Conditions of Tender.
3. A Tenderer's covering letter must not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid be the subject of agreement reached during the process of Offer and Acceptance, the outcome of such agreement shall be recorded here and the final draft of the contract documents shall be revised to incorporate the effect of it.
4. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the parties become an obligation of the contract, shall also be recorded here.

No.	Subject	Details
1		
2		
3		
4		
5		
6		
7		

By the duly authorised representatives signing the offer and acceptance, the Employer and the Tenderer agree to and accept this Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules, as well as any confirmation, clarification or changes to the terms of the Offer agreed by the Tenderer and the Employer during this process of Offer and Acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the Tenderer of a completed signed copy of the Contract shall have any meaning or effect in the contract between the parties arising from this Agreement.

**PART C1.4:  
ADJUDICATOR'S CONTRACT DATA**

"PREVIEW COPY ONLY"

## CONTRACT DATA

- Statements given in all contracts**
- The *contract between the Parties* is **To be advised**.....
  - The *period of retention* is ...**N/A**..... weeks.
  - The *law of the contract* is the law of the **Republic of South Africa**
  - The *language of this contract* is **English**.....
  - The amount of the advanced payment is **N/A**.....
  - The Adjudicator's *fee* is...**To be advised**.....per hour.
  - The *interest rate* is **2%** per annum above the prime lending rate of the **Standard Bank of South Africa Ltd.**
  - The *currency of this contract* is **ZAR**.....
  - The Adjudicator's appointment terminates on **(To be advised)**.....

**Optional statements** **If the period for payment of invoices is not three weeks**

- The period for payment of invoices is **four**..... weeks.

**If additional conditions of contract are required**

- The *additional conditions of contract* are

**To be advised** .....

.....

.....

.....

## Occupational Health and Safety Plan

Company name: \_\_\_\_\_

Project name: \_\_\_\_\_

Includes Environmental, Occupational Health and Safety and Quality Management (SHEQ)

### CONTENT

1. **Project Details**
2. **Policy Statement**
3. **Objectives**
4. **Common Vocabulary**
5. **Legislation**
6. **Statutory Obligations**
7. **Project Management**
8. **Incident Management**
9. **Logbooks and Registers**
10. **Risk Management**
11. **Education and Training**
12. **Emergency Planning – Evacuation plan**
13. **Environment**
14. **Ergonomics**
15. **Health and Safety Communications**
16. **Safe working procedures**
17. **Personal Protective Equipment and Clothing**
18. **Project security**
19. **Implementation Costs**



**Title.**

**Occupational Health and Safety Plan**

This health and safety plan has been prepared in term of the Occupational Health and Safety Act 1993 (Act No 85 of 1993) and Regulations Construction Regulation 5. (1).

This Health and Safety Plan will be revised as and when additions, alterations etc are communicated to us by the Client, his Agent or the Architect / Designer or the conditions of the contract dictate.

**1. PROJECT DETAILS**

**1.1. Project Name:**

Physical address:

Contact Details:

Client name:

Postal address:

P O Box

Contact person - Name:

Contact No:

Telephone –

Cellular No:

Facsimile –

Email

**1.2. Agent:**

Company name:

Postal address:

Contact person - Name:

Contact No:

Cellular No:

Telephone –

Facsimile –

Email

**1.3. Architect.**

Company name:

Postal Address:

Contact person:

Postal address:

Contact No:

Cellular:

P O Box

P O Box

Telephone –

Facsimile –

Email:

**1.4. Principle Contractor**

Company name:

Postal Address:

P O Box

**1.4.1. Project Manager.**

Name:

Contact No:

Cellular:

Telephone –

Assignee Sect 16(2)

Facsimile

Email

**1.4.2. Construction Work Supervisor:**

Name:

Contact No:

Cellular telephone No:

Telephone

Construction Regulation 6. (1)

Facsimile

**1.5. Scope of work**

Doors

Electrical installation – re-wiring

Glazing

Granite tops

Plastering

Plumbing and drainage

Shop fittings

Softs, curtains etc

Tiling

**NB Where there is construction work in progress with other personnel in the immediate vicinity activities must be co-ordinated by the Principle Contractor and the other Contractors.**

1.6. Duration of contract:                      Start –                      Expected completion –

1.7. Emergency Telephone Numbers:

An emergency telephone number list should be prominently displayed adjacent to the telephone  
The contents of this list is flexible and the following is given as a guide –

**EMERGENCY TELEPHONE NUMBERS**

Service	Name	Business	After Hours
i Ambulance:			
ii Doctor:			
iii. Hospital:			
iv. Fire Department:			
v. S.A. Police Services:		10111	
vi. Department of Labour:			
vii. Compensation Insurer			
vii.a COID – Commissioner			
vii.b. FEMA			
Project Manager:			
Safety Advisors:			
Telephone			
Facsimile			
Email			

**Draft**  
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## DEPARTMENT OF LABOUR

**Provincial Office**  
Department of Labour:  
Contact No:

## OCCUPATIONAL HEALTH AND SAFETY

### 2. Policy statement

The Company is committed to providing a safe and healthy working environment and this occupational health and safety plan documents the action that will be implemented.

We acknowledge that as the Principle Contractor we have both a legal and moral obligation to as far as is reasonable and practicable to develop a realistic Health and Safety plan making due reference to the Client's Health and Safety Specification.

We further accept that we must ensure that the relevant legislation is complied with and that all reasonable and practicable steps are taken by all Contractors to provide a safe and healthy environment for persons to work in and that the public are adequately protected.

An independent health and safety advisor will conduct a monthly legal compliance audit to ascertain the level of adherence with statutory requirements, company policy and rules including Occupational Health and Safety, Environmental and Quality standards.

### 3. Objective.

To complete the project within the budget in respect of finance and time, to an acceptable quality and with no injuries to employees or other persons.

The specific purpose is to achieve and maintain realistic and sustainable International and locally acceptable standards. A ZERO tolerance attitude towards incidents and non-compliance of prescribed quality and workmanship will be adopted. Deviations will be investigated and the appropriate corrective action must be implemented.

NB This Specification will be imposed on all Contractors and their employees working on this project.

### 4. Common Vocabulary (COMVOC)

#### Terminology

#### Abbreviation

4.1. Basic Conditions of Employment Act 1997 (Act No 75 of 1997)	BCEA
4.2. Compensation for Occupational Injuries and Diseases Act 1993 (Act No 130 of 1993)	COIDA
4.3. Department of Labour	DoL
4.4. Department of Labour – Inspection and Enforcement Services	DoL (IES)
4.5. Federated Employers Mutual Assurance Company Limited	FEMA
4.6. National Building Regulations and Standards Act 1997 (Act No 103 of 1997)	NBR&S
4.7. Occupational Health and Safety Act 1993 (Act No 85 of 1993) and Regulations	OH&SA
4.8. Occupational Health & Safety Act 1993 Construction Regulations, 2003	CR
4.9. Provincial Director	PD

### 5. Legislation

#### Definitions:

"client" the person for whom any construction work is performed,

#### Legislation

CR 4. (1)

"agent" means any person, appointed in writing to represent the Client,

CR 4 (5)

"architect / Designer" a person who prepares, checks, prepares or assists with a design,

CR

"competent person" a person with the knowledge, training, experience and qualification specific to the work or task being performed. Where there is, and he/she has the appropriate SAQA qualification,

CR

<p>“construction Safety Officer” a competent person in relation to occupational health and safety in the construction industry,</p>	CR
<p>“Contractor” an employer who performs construction work,</p>	CR
<p>“ergonomics” the application of scientific information to optimise human well-being and performance,</p>	CR
<p>“fall prevention plan” a documented plan to eliminate or reduce the risk of falling,</p>	CR
<p>“hazard assessment” the analysis of all existing or potential hazard associated with the work being or to be performed.</p>	
<p>“hazard identification” the identification of existing or known hazards that is normally associated with the work being or to be performed,</p>	CR
<p>“health and safety file” a permanent record of the health and safety requirements prescribed in these regulations,</p>	CR
<p>“health and safety plan” a documented plan including safe work procedures to mitigate, remove, reduce or eliminate the hazards identified,</p>	CR
<p>“health and safety specification” means a documented specification of the health and safety requirements for the tasks to be performed safely,</p>	CR
<p>“medical certificate of fitness” a certificate valid for one year issued by an occupational health practitioner registered with the Health Professional Council of South Africa,</p>	CR
<p>“method statement” the documented procedure to perform the task as reasonably and practicably safe,</p>	CR
<p>“national building regulations” means the regulations made in terms of section 17(1) of the NBR and BS Act, 1997 (Act No 103 of 1997).</p>	
<p>“principle Contractor” an employer who performs construction work appointed in writing by the Client or his appointed Agent,</p>	CR
<p>“professional engineer or professional certificated engineer” means any person holding registration as either a Professional Engineer or Professional certificated Engineer under the Engineering Professions Act, 2000,</p>	CR
<p>“provincial director” means the Provincial Director as defined in Section 1 of the General Administration Regulations under the Act,</p>	CR
<p>“risk assessment” a programme to determine any risks associated with a task and the to identify the steps to remove, reduce or control such hazard,</p>	CR
<p>“SABS – 085” the code of practice – “Design, erection, use and inspection of Access Scaffolding”,</p>	CR
<p>“SABS – 0400” the code of practice for the application of National Building Regulations,</p>	CR
<p>“SABS EN 1808 and SABS 1903” the code of practice entitled “safety requirements on suspended access equipment design calculations, stability criteria, construction – tests”,</p>	CR

- "The Act" means the Occupational Health and Safety Act 1993 (Act No 85 of 1993), CR
- "construction Vehicle" a vehicle used for means of conveyance for transporting persons or material or both as the case may be, both on and off the construction site for the purpose of performing construction work, CR
- "excavation" means any man – made cavity, trench, pit or depression formed by cutting, digging or scooping, CR
- "fall prevention equipment" means equipment used to prevent persons from falling from an elevated position, CR
- "roof apex height" means the dimensional height in meters measured from the lowest ground level abutting any part of a building to the highest point of the roof, CR
- "scaffold" means any temporary elevated platform and supporting structure used for providing access to and supporting workmen or material or both, CR
- "structure" any building, steel or reinforced concrete structure, railway line, or siding, bridge, waterworks, reservoir or pipeline, cable, sewer, sewage works, fixed vessel, road, drainage works, earthworks, dam, wall, mast, tower, tower crane, batching plant, pylon, surface and underground tanks, earth retaining structures or any structure designed to preserve or alter any natural feature, and any other similar structure;
- (a) any formwork, false work, scaffold or other structure designed or used to provide support or means of access during construction work; or
- (b) any fixed plant in respect of work, which includes the installation, commissioning, decommissioning or dismantling and where any such work involves a risk to persons falling 2 metres or more. CR

## 6. Statutory Obligations

- | Description   | Legislation |
|---|-------------|
| 6.1. Basic Conditions of Employment Act<br>The relevant sections are to be complied with special attention to at least the following –<br>Working hours,<br>Conditions of employment and Remuneration,<br>Termination of employment,<br>Employment of child labour prohibited.  | BCE         |
| 6.2. Compensation for Occupational Injuries and Diseases Act 1993 (Act No 130 of 1993)<br>The Act provides for compensation for health conditions, death, diseases and or injuries that arises out of and in the course of an employee's duties. All employers-Principle Contractor and Contractors must register with a compensation insurer – either COIDA or FEMA. They must be in good standing – have proof of having paid their current assessment - in the form of either a receipt of payment or a letter of good standing from their compensation insured prior to commencing work on the project with a copy on Site.   | COIDA       |
| 6.3. Occupational Health and Safety Act 1993 (Act No. 85 of 1993)<br>The OH&SA is the primary law regulating occupational health and safety matters. The Act is a framework Act that provides for the development of detailed rules and standards through regulation. As a framework, the Act prescribes that -<br>(a) the employer must provide and maintain a safe and healthy working environment for his employees and any person, who may enter onto the premises,<br>(b) the duties of employers to their employees, employees to their employer and suppliers to the employer and<br>(c) the "reasonable man" approach by the employer in decisions concerning occupational health and safety, | OH&SA       |

- (d) the management, application and enforcement of the Act and regulations are the responsibility of the employer i.e. be he the appointed agent where applicable, Project Managers, each principle Contractor and Contractor.
- (e) each principle Contractor and Contractor shall have a copy of the Act which must be available on site at all times. Employees are to be allowed reasonable access to the Act during normal working hours.

**NB Interpretation**

**Where there is any question as to the interpretation of any legislation and an agreement cannot be reached the matter is to be escalated from Contractor to Principle Contractor to the client. Should the matter still not be resolved it needs to be referred to the Provincial Director – Department of Labour.**

**7. Project Management**

<b>Description</b>	<b>By whom</b>	<b>Legislation</b>
7.1. Notification of Construction Work.	Principle Contractor	CR 3.1
7.2. Health and Safety Specification The Health and Safety Specification from the Client must be referred to when preparing this Health and Safety Plan.	Client to provide.	CR 4. (1)(a)
7.3. Health and Safety Plan This Health and Safety Plan reflect the procedure that will be implemented to ensure legal compliance during Construction Work.	Contractor	CR 5. (1)
7.4. Health and Safety File All documentation – minutes of health and safety committee meetings, risk identifications / assessments, legal compliance audits, induction and other training including service records of equipment and machinery etc must be included in the file.	Contractor	CR 5. (7)
7.5. Agreement with Mandatory A written agreement will be entered into between the Client and the Agent, the Agent and each Contractor.	Client / Agent / Principle and Contractor	Act Sec 37(2)
7.6. Appointment of each Contractor by the Agent.		CR 5 (3) (b)
7.7. Organisation chart		
7.7.1. Assignment of Duties Mr _____ is assigned the duty of ensuring that the requirements of the Act and Regulations and this Health and Safety Plan are complied with during the Construction Work.	Contracts Manager	Act Sec 16(2)
7.7.2. Construction Supervisor Mr _____ is appoint, in writing a competent employee to supervise the day-to- day construction work on the project. The supervisor will manage and control all construction activities in the absence of the Sect 16(2) assignee.	Site Agent	CR 6. (1)
7.7.3. Sub-ordinate Construction Supervisor. Mr _____ is appointed to be in control of the project in the absence of the Site agent appointed in terms of Construction Regulation 6. 1. <b>NB Under no circumstances may a Contractor leave employees on the site unless there is a competent construction work supervisor present.</b>		CR 6. (2)
7.7.4. Construction Safety Officer Mr _____ has been appointed a part – time construction safety officer for the duration of the project.	Part-time/Full-time	CR 6. (6)



CR 5. (3)(b)

7.7.5. Contractors

An up dated list of Contractors will be kept and maintained on Site.

Company: .

Activity:

Address

Contact person:

Contact numbers: Telephone –  
Cellular –

Facsimile –  
Email:

Company:

Activity:

Address: P O Box

Contact person:

Contact numbers: Telephone –  
Cellular –

Facsimile  
Email:

Company:

Activity:

Address: P O Box

Contact person:

Contact numbers: Telephone –  
Cellular –

Facsimile –  
Email:

Company:

Activity:

Address: P O Box

Contact person:

Contact numbers: Telephone –  
Cellular –

Facsimile –  
Email

Company:

Activity:

Address: P O Box

Contact person:

Contact numbers: Telephone –  
Cellular –

Facsimile -  
Email:

Company:

Activity:

Address: P O Box

Contact person:

Contact numbers: Telephone –  
Cellular –

Facsimile  
Email:

Company:

Activity:

Address: P O Box

Contact person:

Contact numbers: Telephone –  
Cellular –

Facsimile –  
Email:

Company:

Activity:

Address: P O Box 1254 –

Contact person:

Contact numbers: Telephone –  
Cellular –

Facsimile  
Email:

Every Contractor is responsible to ensure that his employees comply with the applicable legislation and this health and safety plan.

NB: A section 37(2) Agreement with Mandatory must be entered into between the Contractors and the principle Contractor.

**NB Contractor who contracts out construction work. Where a Contractor contracts construction work out to another Contractor he becomes the Principle Contractor and a section 37(2) agreement must be entered into.**

7.7.6. Designation of the Health and Safety Representative / s Act sect 18

Mr \_\_\_\_\_ is a designated health and safety representative.  
He will perform his prescribed duties in his area of responsibility. Act sect 18(1) (g)

7.7.7. Appointment as the Risk Assessor / Facilitator. C R 7(1)

Mr \_\_\_\_\_ is appointed to identify and record the risks associated with tasks being or that will be performed. These assessments must be reviewed as and when necessary.

7.7.8. Scaffold Inspector: C R 14(2)

Mr \_\_\_\_\_ is appointed for this project.  
Scaffolds must be inspected as prescribed and the findings reflected in the register provided.

## 8. Incident Management – Occupational Health and Safety

### 8.1. Incidents and or injuries

A policy of ZERO tolerance is the target for the project. Every thing reasonable and practicable must be adopted and actively implemented to prevent any incident or injury. Every possible danger or hazard must be identified, documented, analysed and the appropriate action to mitigate and or reduce them implemented. The necessary training of employees must be identified and introduced.

**TARGET - NO FATAL OR DISABLING INJURIES**  
*Report to inspector regarding certain incidents*

*Sect 24*

Each incident, which occurs at work or that, arises out of or in the course of his employment that could either result in the employee's death that he loses a limb or part of a limb, becomes unconscious or that he is unable to continue with his normal duties for a period of 14 days must be reported to the relevant Provincial Director of Labour.

8.1.1. no person shall without the permission of an inspector, in the event of an incident described in (1) above disturb the site –

**NB** Although incidents, which occur on a public road or that, are aviation related must be reported if it arose out of and in the course of the employee's employment.

**Domestic incidents are excluded.**

Definitions.

**Accident**

*COID Def*

Means an accident arising out of and in the course of an employee's employment and resulting in a personal injury, illness or the death of the employee.

**Occupational disease**

Means any disease contemplated in section 65(1) (a) or (b). NB It includes conditions resulting from exposure to items either used and or exposed to in work place.

**Occupational injury**

Means any personal injury sustained as a result of an accident.

Classifications.

Fatal - Where the employee dies.

Disabling - When an employee cannot continue to perform the duty he was employed for.

Lost time incident - When an employee does not return to perform the work he was employed for on the next normal working day.

Disabling Lost Time - When an employee sustains an injury on duty and does not return to perform the duties he was employed to do on the next normal working day.



**Medical treatment incident** - When an employee sustains an injury at work and requires medical – more than first aid treatment i.e. medical, surgical, hospital or skilled nursing services.

**First Aid case** - Where the wound is treated from the contents of a first aid box

**Disabling Lost Time Injury Frequency Rate (DIFR)** It is the number of disabling injuries, including a death multiplied by 1 million (1,000,000) divided by the total number of man-hours worked by all employees on the project for a specific month or the project to-date.

$$\text{DIFR} = \frac{\text{No of disabling lost time injuries} \times 1,000,000}{\text{Total man-hours work for the period under review}}$$

#### 8.1.2. Reporting.

An incident must be reported to the relevant Provincial Director and on the prescribed W.CL 2(E) document and within the prescribed time frame i.e. when the employer becomes aware of or the incident was reported to him. COIDA

#### 8.1.3. Recording.

All incidents must be recorded on a document similar to the injury statistic form provided.

#### 8.1.4 Investigation.

severity of the injury will dictate whom and when the investigation must be conducted. Where reasonable and practicable all incidents must be investigated prior to the end on the shift on which it occurred, reported to or his employer became aware thereof. Sect 31 The

Fatal and serious injuries must be investigated before the end of the shift on which it occurred or as soon as reasonably practical after the occurrence. A team consisting of the Principle Contractor, the construction safety officer and the health and safety representative in whose area the incident occurred must conduct the incident investigation.

Where an employee of a Contractor is injured the Contractor and the health and safety representative for the area in which it occurred will be part of the team. The client or his agent may if they wish form part of the team. A record of the proceeding including signed statements, the name of the person conducting the investigation and persons assisting team members must be kept. All photographs etc must also be kept in the health and safety file.

**NB** In the event of a fatal, or potentially fatal incident the relevant DoL and the nearest South African Police Services station must be contacted. The scene of the incident may only be altered or disturbed with permission of an inspector or when it is necessary to rescue a person or lives in danger.

#### 8.1.5. Analysis.

The statistics for the total project, each principle Contractor and Contractor must be analysed to ascertain if there is or if any trends are developing by the construction safety officer or a competent person appointed by the client, his agent, the principle Contractor's and all Contractors.

#### 8.1.6. Statistics.

Comprehensive incident / injury statistics must be kept for the total project i.e. the Principle Contractor and every Contractor. The following information must be recorded and kept on the health and safety file of the principle Contractor / s and the Contractor / s.

The client or where applicable his appointed agent must ensure that the relevant statistics are collected, recorded, analysed and the appropriate action instituted. Where a construction safety officer is appointed it will form part of his duties and responsibilities.

Statistics must be kept in the format, suggested which is attached to this document.

The following incidents must be recorded – Fatal, disabling lost time, days lost, medical and first aid cases and man-hours worked. Statistics for the month under review and for the project to-date must be kept either together on one or more documents.

NB The Compensation Commissioner still refers to and reports the Disabling Injury Frequency Rate (DIFR). It has been decided to use the same formula. Contractors may use 200,000 in the formula. However they need to multiply by 5 to reflect the COIDA statistic rate.

- 8.1.7. Occupational disease / conditions  
*These must be reported and recorded as prescribed.* COIDA
- 8.1.8. Medical certificate of fitness.  
A medical certificate of fitness, valid for 1 year must be available on the premises at all times for employee working on or operating the following:  
i) *working in an elevated position,* R
8. (2)(b)  
i. *suspended platform,*  
ii. *Cranes – mobile - tower*  
iii. *Construction vehicles.*  
*During the process of task analyses and or risk assessment it is possible that other tasks may indicate that a medical certificate of fitness is necessary. The prescribed conditions will apply as though it was legislated.* CR 15(12) (a)  
CR 20(g)  
CR21 (1) (d)(ii)  
CR 7. (1)
- 8.2. Health and Safety Committee** Sect 19(4)  
8.2.1. *Composition.* Sect 19  
The duly nominated, elected and designated employees, as health and safety representatives will serve on a health and safety committee. The Health and safety representatives will be required to attend the health and safety committee meetings. The Client and his appointed Construction safety officer are ex-officio members.
- 8.2.2. Meetings.  
Meetings will be held on the day, date, time and place as mutually agreed upon by the health and safety representatives and management. The frequency will also be determined by the aforementioned.  
**Where the Principle Contractor has established a Health and Safety Committee the designated Health and Safety Representative shall serve on the Committee and the formula applied.**
- 8.3. Legal compliance audits**  
8.3.1. Audit schedule  
The attached schedule or a similar one approved by the Client and or the Principle Contractor must be used. The person conducting the assessment must report in writing any major deviations observed and where reasonable, practicable the corrective action recommended, the party responsible to take the action and a date by which such must be implemented.
- 8.3.2. Audit frequency.  
*An internal legal compliance audit will be conducted monthly.* CR 4. (1)  
A legal compliance audit will be conducted by an external / independent auditor one (1) per month.
- 8.3.3. Analysis.  
Each audit report must be tabled and discussed at the next relevant health and safety committee meeting. The chairman shall make any appropriate comments and or recommendations and sign the minutes. The Client, Principle Agent must receive a copy of the minutes. The audit of the Contractors must be consolidated, analysed and submitted to the principle Contractor and the client. The findings will be documented, analyses and recommendations made. Where necessary the client / agent will be consulted with to ascertain if additional resources and or finances are required. The action agreed on i.e. the responsible man test - and the time scheduling must be implemented. As the project progresses it may become necessary to increase the frequency of audits.

NB The construction safety office will assume and be appointed to perform these functions.

## 9. Log books and Registers.

### 9.1. First aid Equipment

GSR 3(3)

Mr \_\_\_\_\_ has been appointed the first aid attendant for the project. The prescribed contents of a first aid box will be available on the project and will be under the control of the first aid attendant.

9.2. Fire fighting appliances,

Mr \_\_\_\_\_ is appointed to inspect at the prescribed interval and record his CR 27 (g) findings in the appropriate register.

9.3. Access Scaffolding,

Mr \_\_\_\_\_ has been appointed to inspect access scaffolding as prescribed.

10. Risk Management

The prescribed risk identification, assessment and where necessary a method statement will be completed prior to coming on site where possible. As and when additional information etc is received concerning new or additional tasks the necessary risk identification, assessment must be conducted and approval obtained. Risks assessed that suggest a need for a change in design or other corrective action will be referred to the architect / designer or the client or his agent. Employees must receive, and sign acknowledgment of having received appropriate training, that they understood the requirement and would apply the knowledge.

Mr \_\_\_\_\_ is appointed the competent person to conduct the risk assessment.

11. Education and Training

11.1. Induction Training

No person will work on this project, or enter or be allowed to remain on the premises unless they have received and acknowledged in writing that they have received, understood and accept the conditions detailed in the induction programme.

A comprehensive list of all induction training given must be kept in the health and safety files and reported on, to management at least monthly. Training sessions must be conducted at least weekly.

NB Occasional visitors, client, agent, architect etc must be re-inducted when significant progress has been made on the project – risk, potential risks become apparent.

11.2. Site-specific training.

Site-specific training requirements will be identified. Where applicable a certificate on competency must be available – or a certified copy – on the site.

12. Evacuation procedure

12.1. The Clients or Principle Contractors evacuation procedure will be communicated to all employees.

12.2. All Company employees will report to their assembly point - the site office.

12.3. Definition of an emergency.

An emergency is a major occurrence such as a fire, bomb threat, chemical spillage, explosion, aircraft crash, or a natural disaster i.e. earthquake / cyclone, which could result in injury, loss of life, or extensive damage to property and the environment.

12.4. Alarm

An audible alarm will be sounded to warn employees of an emergency and also when the situation returns too normal.

12.5. Employee response to an alarm.

Stop working,

If you are using an electric or pneumatic tool switch it off place it on the ground and proceed to the assembly point.

Report to your Supervisor

12.6. Employee response to the all-clear signal.

Return to your working area and proceed with the task you were busy with prior to the evacuation.

**Fire:** \_\_\_\_\_ 3 Short sharp blasts

**Serious Incident :** \_\_\_\_\_ Long – short – long blasts

**All clear :** \_\_\_\_\_ 5 seconds

### 13. Environmental Management.

Pressure on natural resources, including land, has continuously increased, as the population increases and likewise, awareness of the need to lessen the negative impacts of development and construction on the environment will continue to increase.

Every effort must be made to use environmentally friendly paints and where possible water-based. The containers once emptied must be disposed of at an approved disposal site or returned to the supplier.

### 14. Ergonomics

Ergonomics is "the study of work". Ergonomics therefore is the Profession that studies and analyses people at work, the work systems, and how best they fit together. Much of the work done on Construction Sites is by its very nature an ergonomic problem, because it requires physical work to be done above head height, and below waist level, aggravated by constructions materials being heavy and/or inconveniently sized and shaped, which presents further manual materials handling issues.

### 15 Health and Safety Communication

Minutes of all health and safety committee meetings shall after acceptance shall be displayed, strategically placed on a site notice board. Where appropriate Newspaper clipping may be used during "tool box" talks and induction training. Any change in company policy or legislation the may affect employees must be communicated to employees as soon as is reasonable and practicable.

### 16. Safe work procedures.

A programme of safe work procedures is to be embarked on starting with those identified during the risk identification and assessment. Where reasonable and practicable steps have been taken and elements of risk still remain a procedure needs to be developed. The employees required to perform them must receive adequate training. Proof of training must be kept and be available on the premises. All procedures need to be documented.

### 17. Personal Protective Clothing and equipment.

*PPE may only be issued only after all reasonable and practicable steps have been taken Act sec 8(2)  
to remove or reduce the hazard and or potential hazards. GSR 2(2)*

All items issued must be maintained in good working order i.e. serviced and repaired as and when necessary. Items must be issued free of charge and for the personal use of the employee. The employee shall sign acknowledgement of receipt of the items that he will use it, them as prescribed and that he has received the necessary training in the use and care of the items.

*The principle Contractor and Contractor must take all reasonable steps to ensure that PPE GSR 2(6) issued is used, worn and maintained as described.*

### 18. Project / Site Security.

#### 18.1. Barricading and maintenance

Adequate and suitable solid barricading must be erect and maintained to prevent unauthorised entry as well as to control access onto and off the site. Suitable information signs must be strategically positioned. They will include but not be limited to the following – No unauthorised entry, all visitors must report to the Site office, personal protective clothing / equipment must be worn etc. NB Project / Site management are responsible for all activities taking place on the premises, and people who enter onto or who are allowed to remain on the site.

#### 18.2. Access control

The Client is responsible for the access to and egress from the construction area.

### 19. Implementation costs.

The cost of implementation should include but are not limited to the following-

#### 19.1. Administration

Project registration,  
Occupational health and safety plan and file,  
All assignments, appointments and designation,  
Risk identifications and assessments and Logbooks and registers,  
Health and safety committee meetings and minutes.

#### 19.2. Training and Education

Induction training and badges,  
First aid,  
Health and safety representatives  
Others - specify,

- 19.3. Legal compliance audits and reports.  
Monthly or as required by the client.
- 19.4. Personal Protective Equipment and Clothing.
- 19.5. Other.  
Site-specific requirements are to be specified.

**Conclusion**

This Health and Safety Plan has been developed and after negotiation with the Agent accepted. This approved plan will be made available to each Contractor prior to their commencing construction work on the project. We the undersigned do hereby acknowledge receipt of, understand and accept the contents of this Health and Safety Plan.

_____	_____	_____	_____
Name	Signature	Designation	Date
		Client	
_____	_____	_____	_____
Name	Signature	Designation	Date
		Principle Contractor	
_____	_____	_____	_____
Name	Signature	Designation	Date
		Principle Contractor	

**DRAFT**  
**"PREVIEW COPY ONLY"**



## Supplier Declaration Form

Annexure D

Company Trading Name							
Company Registered Name							
Company Registration Number Or ID Number If A Sole Proprietor							
Form of entity	CC	Trust	Pty Ltd	Limited	Partnership	Sole Proprietor	
VAT number (if registered)							
Company Telephone Number							
Company Fax Number							
Company E-Mail Address							
Company Website Address							
Bank Name				Bank Account Number			
Postal Address						Code	
Physical Address						Code	
Contact Person							
Designation							
Telephone							
Email							
Annual Turnover Range (Last Financial Year)		< R5 Million	R5-35 million	> R35 million			
Does Your Company Provide		Products	Services	Both			
Area Of Delivery		National	Provincial	Local			
Is Your Company A Public Or Private Entity		Public			Private		
Does Your Company Have A Tax Directive Or IRP30 Certificate		Yes			No		
Main Product Or Service Supplied (E.G., Stationery/Consulting)							
<b>BEE Ownership Details</b>							
% Black Ownership	% Black women ownership			% Disabled person/s ownership			
Does your company have a BEE certificate			Yes		No		
What is your broad based BEE status (Level 1 to 9 / Unknown)							
How many personnel does the firm employ		Permanent		Part-time			
Transnet Contact Person							
Contact number							
Transnet operating division							
<b>Duly Authorised To Sign For And On Behalf Of Firm / Organisation</b>							
Name					Designation		
Signature					Date		
<b>Stamp And Signature Of Commissioner Of Oath</b>							
Name					Date		
Signature					Telephone No.		

**NB:** Please return the completed Supplier Declaration Form (SDF) together with the required supporting documents mentioned above to the Transnet Official who is intending to procure your company's services/products.

### CHECK LIST : VENDOR RELATED REQUESTS

1. Is the "internal departmental questionnaire" (Section 1 – header portion as well as paragraph a) to c) properly completed and motivated?
2. Has the correct version of the Supplier Declaration Form (SDF) been used? – (latest version published on the TFR Intranet)
3. Has the "SDF" been properly completed by the supplier?
4. Has the "SDF" been properly stamped and completed by a **Commissioner of Oath**?
5. Are the **company names** completed on the "SDF" vs. the documentation submitted (CIPRO documents, Tax Clearance Certificate, proof of banking details, etc) valid?
6. Is a letter with the company's letterhead confirming physical and postal addresses attached and are these details the same as those which had been submitted by the supplier on page 2?
7. Is a valid **original** or certified SARS Tax Clearance Certificate attached?
8. Is the **Original** or certified copy of SARS Vat registration certificate attached?
9. Is there valid **proof of banking details** (original cancelled cheque OR original letter from the bank with a bank stamped and signed)? NB Also note that the bank account no which has been furnished on page 2 of the "SDF" should be the same as on the proof of banking details.
10. Has the **tax withholding procedures** as stated in a newflash dated 21 August 2007 been adhered to?

**IMPORTANT NOTES:** In this regard, please note that if the applicant supplier has declared in the appropriate space on the "SDF" that it:

- has **3 or more permanent employees** in its employ, Section 1c) of the "internal departmental questionnaire" must be endorsed "**3 Or More Permanent Employees**".
- has less than 3 permanent employees in its employ, Document B1 (SOLE PROPRIETOR) or Document C1 (COMPANY) should be completed and where applicable, the matter must then be submitted to the appropriate SCS Cross Functional Sourcing Team. The aforementioned documents are obtainable from the TFR Intranet as per address below  
[http://intra.spoornet.co.za/newintranet/Departments/finance/supply\\_chain\\_services/html/procurement-tax-withholding.htm](http://intra.spoornet.co.za/newintranet/Departments/finance/supply_chain_services/html/procurement-tax-withholding.htm)

11. For validation of company registration info of the supplier: Are certified copies of the following attached (where applicable and depending on type of business):

Sole Trader	-	Identity document
CC	-	Certified copy of CK1 and/or CK2
PTY	-	Certified copy CM9 and/or CM29

**12. Start Up Enterprises (New Business Entities)**

Start up businesses must provide confirmation from their Auditor/Accounting officer on:-

- a. Date the business commenced trading;
- b. Anticipated Sales turnover for the coming year; and
- c. Percentage black ownership and black woman ownership

The above will assist to establish the BBBEE status as either level 4 or 3.

13. For an **EME (Business with annual turnover ≤ R5m)**: Is a certified letter from an auditor / accountant confirming the supplier's most recent annual turnover and percentage black ownership attached? (In case of a Sole Trader, which has no appointed auditor/accountant, he/she (Sole Trader) should submit a sworn affidavit to disclose the required information as indicated above).

14. For a **QSE & LARGE supplier (Business with an annual turnover ≥ R5m)**: Is a certified copy of the BBBEE certificate and detailed scorecard from an accredited rating agency (ABVA Member) attached?

15. If the reply to 13 and 14 above, is no, are certified copies of identity documents of shareholders / directors / members (where applicable) as well as share certificates of shareholders attached, as well as most recent financial statements?

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Name of Recommendation Officer	Grade	Date	Signature
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Tel No: \_\_\_\_\_

Fax No: \_\_\_\_\_