

Transnet Request for Quotation No .CRAC-ELF-22013

**SUPPLY AND DELIVERY OF HYGIENE SERVICES AT ELANDSFONTEIN AND JET PARK FOR A PERIOD OF 2 YEARS**

**TRANSNET FREIGHT RAIL**, a division of

**TRANSNET SOC LTD**

Registration Number 1990/000900/30

[Thereinafter referred to as **Transnet**]

**REQUEST FOR QUOTATION [RFQ] No. CRAC-ELF-22013**

**PROVISION OF HYGIENE SERVICES AT ELANDSFONTEIN, JET PARK FOR A PERIOD OF 2 (TWO) YEARS**

**BRIEFING SESSION:** 22 July 2016  
Elandsfontein  
Cnr Jet Park and Northreef Roads  
Elandsfontein

**TIME:** 11: 00

**FOR DIRECTIONS CONTACT:** NANA OKENWA 011 878 7111 OR MOTSATSI  
SEKGOELA ON 011 878 7031

**ISSUE DATE:** 14 July 2016

**CLOSING DATE:** 28 July 2016

**CLOSING TIME:** 12:00

**VALIDITY DATE:** 2 DECEMBER 2016

**NB: DOCUMENTS TO BE COLLECTED UNTIL THURSDAY THE 21<sup>ST</sup> OF JULY 2016**

**PLEASE BRING YOUR SAFETY SHOES, REFLECTIVE VESTS AND VALID TENDER DOCUMENT ON THE DAY OF THE BRIEFING.**

**PLEASE SUBMIT TWO DOCUMENTS WHEN SUBMITTING YOUR TENDERS, ORIGINAL AND COPY. PUT THE TENDER NUMBER AND CLOSING DATE ON YOUR ENVELOPE.**

**Section 1  
NOTICE TO BIDDERS**

Quotations which must be completed as indicated in Section 2 of this RFQ are to be submitted as follows:

**METHOD:** HAND DELIVERY/COURIER  
**CLOSING VENUE:** **Main Reception Area  
Transnet Freight Rail  
Elandsfontein  
Cnr Jet Park and North Reef Road  
1406**

**1 Responses to RFQ**

Responses to this RFQ [Quotations] must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter.

**2 Broad-Based Black Economic Empowerment [B-BBEE]**

Transnet fully endorses and supports the Government's Broad-Based Black Economic Empowerment Programme and it would therefore prefer to do business with local business enterprises who share these same values. As described in more detail in the attached B-BBEE Claim Form Transnet will allow a "preference" to companies who provide a valid B-BBEE Verification Certificate.

The value of this bid is estimated to be below R1 000 000 (all applicable taxes included) and therefore the **80/20** system shall be applicable.

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

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

**1.1 B-BBEE Improvement Plan**

**1.2** Transnet encourages its Suppliers/Service Providers to constantly strive to improve their B-BBEE rating. Whereas Respondents will be allocated points in terms of a preference point system based on its B-BBEE scorecard to be assessed as detailed in paragraph 2.1 above, in addition to such scoring, Transnet also requests that Respondents submit a B-BBEE improvement plan. Respondents are therefore requested to indicate the extent to which they will maintain or improve their B-BBEE status over the contract period. Respondents are requested to submit their B-BBEE Improvement Plan as an additional document with their Proposals by completion of Annexure A appended hereto.

**3 Communication**

Respondents are warned that a response will be liable for disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer(s) or employee of Transnet in respect of this RFQ between the closing date and the date of the award of the business.

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

Name: **Tlalane Mokiba**  
Email: [tlalane.mokiba@transnet.net](mailto:tlalane.mokiba@transnet.net)  
Telephone: **(011) 878 7045**

Respondents may also, at any time **after the closing date of the RFQ**, communicate with the Buyer of the Transnet Freight Rail on any matter relating to its RFQ response:

Name: **Motsatsi Sekgoela**  
Email: [motsatsi.sekgoela@transnet.net](mailto:motsatsi.sekgoela@transnet.net)  
Telephone: **(011) 878 7031**

**4 A compulsory clarification meeting with representatives of the Employer will take place on 22 July 2016 at 11:00 am, Transnet Freight Rail (RME), Cnr Jet Park and North reef road, Elandsfontein.**

**5 Legal Compliance**

The successful Respondent shall be in full and complete compliance with any and all applicable national and local laws and regulations.

**6 Changes to Quotations**

Changes by the Respondent to its submission will not be considered after the closing date and time.

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**7 Pricing**

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

**8 Prices Subject to Confirmation**

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

**9 Binding Offer**

Any Quotation furnished pursuant to this Request shall be deemed to be an offer. Any exceptions to this statement must be clearly and specifically indicated.

**10 Disclaimers**

Transnet is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Quotation in response to it. Please note that Transnet reserves the right to:

- modify the RFQ's goods / service(s) and request Respondents to re-bid on any changes;
- reject any Quotation which does not conform to instructions and specifications which are detailed herein;
- disqualify Quotations submitted after the stated submission deadline;
- not necessarily accept the lowest priced Quotation or an alternative bid;
- reject all Quotations, if it so decides;
- place an order in connection with this Quotation at any time after the RFQ's closing date;
- award only a portion of the proposed goods / service/s which are reflected in the scope of this RFQ;
- split the award of the order/s between more than one Supplier/Service Provider should it at Transnet's discretion be more advantageous in terms of, amongst others, cost or developmental considerations ; or
- Make no award at all.

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

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

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

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

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

**RFQ FOR THE PROVISION OF HYGYNE SERVICES AT ELANDSFONTEIN AND JET PARK FOR A  
PERIOD OF 2 YEARS**

**CLOSING DATE & TIME: 28 JULY 2016 AT 12:00**

**CLOSING VENUE: TRANSNET FREIGHT RAIL RME  
CNR JET PARK AND NORTH REEF ROAD  
ELANDSFONTEIN  
RECEPTION TENDER**

**VALIDITY PERIOD: 90 DAYS**

"PREVIEW COPY ONLY"

**SECTION 2  
EVALUATION CRITERIA AND RETURNABLE DOCUMENTS**

**11. EVALUATION CRITERIA**

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

Criterion/Criteria	Explanation
<b>Administrative</b>	<ul style="list-style-type: none"> <li>Completion of the SHE Questioner</li> <li>Valid letter of good standing</li> </ul>

\_\_\_\_\_  
Respondent's Signature

\_\_\_\_\_  
Date & Company Stamp

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	<ul style="list-style-type: none"> <li>• Clause by clause- compliance to project specification</li> </ul>
<b>Substantive responsiveness</b>	<ul style="list-style-type: none"> <li>• All Chemicals used to be SABS approved</li> <li>• Provide valid copy of registered certificate with OHSA</li> <li>• Copy of Material Safety Data Sheet (MSDS)</li> <li>• Material safety data sheet (for Hygiene products) it should be SABS or ISO9001 approved</li> </ul> <p><b>NB: (Failure to complete/submit the above mentioned , tender will not be evaluated to the next stage)</b></p>
<b>Functionality Threshold</b>	<p>Prequalification criteria, if any, must be met and whether the Bid materially complies with the scope and/or specification given.</p> <ul style="list-style-type: none"> <li>• Health and safety plan – 50%</li> <li>• Previous experience , Letter of previous appointment – 50%</li> </ul> <p>Respondents are to note that functionality is included as a technical threshold with a prescribed minimum percentage of <b>70%</b> must be obtained in order to advance to next stage 3.</p>
<b>Final weighted evaluation based on 80/20 preference point</b>	<ul style="list-style-type: none"> <li>• Pricing and price basis [firm]</li> <li>• B-BBEE status of company - Preference points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table indicated in Annexure A: B-BBEE Claim Form.</li> </ul>

**12. Validity Period**

Transnet desires a validity period of 90 [ninety] Business Days from the closing date of this RFQ. This RFQ is valid until **02 December 2016**.

**13 Disclosure of Prices Quoted**

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

YES  NO

**14. Returnable Documents**

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

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 Respondent's Signature

Date &amp; Company Stamp

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

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

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

Essential Returnable Documents	Submitted [Yes or No]
SECTION 2 : Evaluation criteria and list of returnable documents	
- SECTION 5 : RFQ Declaration and Breach of Law Form	
- Valid and original, or a Certified copy, of your entity's B-BBEE Verification Certification as per the requirements stipulated in Annexure A: B-BBEE Claims Form Note: failure to provide these required documents at the closing date and time of the RFQ will result in an automatic score of zero being allocated for preference	
- Original valid Tax Clearance Certificate [Consortia / Joint Ventures must submit a separate Tax Clearance Certificate for each party]	
- Valid and Original or Confirmation Letter of Good Standing from Department of Labour	
- Proof of supplier number for Central Supplier Database (CSD) from National Treasury	

**CONTINUED VALIDITY OF RETURNABLE DOCUMENTS**

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

\_\_\_\_\_  
Respondent's Signature

\_\_\_\_\_  
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In terms of paragraph 5.6 of the NATIONAL TREASURY SCM INSTRUCTION NO 4 OF 2017/2017, which became effective on 1 May2016, Transnet may only award bids to suppliers after verifying that the supplier is registered as prospective suppliers on the National Treasury Central Supplier Database.

Supplier Number	Unique Registration Reference	Yes/No

If yes column above, please confirm registration by providing National Treasury Unique Vendor Number

If No column above, please register your company on the National Treasury Central Supplier Database and confirm registration by submitting National Treasury with "MAAA" Supplier Reference number.

"PREVIEW COPY ONLY"

\_\_\_\_\_  
Respondent's Signature

Date & Company Stamp



## **15 SCOPE OF REQUIREMENTS**

### **1.1 Scope of work**

This agreement covers the supply, installation and maintenance of all sanitizer units, the deep cleaning and sanitizing of toilet and shower facilities at various places under the jurisdiction of Real Estate Management for a period of twenty four (24) months, as decided by Transnet

These units are to be maintained on a regular basis.

The essence of the agreement is that Transnet Freight Rail requires that the services that are to be rendered, ensure clean and hygiene rest rooms.

The way and means by which the above mentioned results are obtained are the responsibility of the Contractor. Transnet, however, shall have the right to monitor the materials and activities of the respondent to ascertain that all procedures are in accordance with the Agreement.

The Respondent must obtain his own information regarding the extend of the service to be rendered and determine the best method of achieving the results and must be clearly stated in an accompanied letter.

### **1.2 SUFFICIENCY OF TENDER**

The agreement will only be awarded to a tenderer who has a proven record of wide experience in the sanitation services he/she is tendering for.

### **1.3 SITE MEETINGS**

A RFQ briefing information certificate (section 14) that will be signed by the Transnet Freight Rail representative at the compulsory briefing session, must be submitted with the RFQ and the submission thereof will be seemed to indicate the Respondent acquaintance with the vicinities requiring the service.

### **1.4 SCHEDULE OF QUANTITIES AND PRICES**

1.4.1 The respondent shall submit with his RFQ a complete and detailed price schedule for all works to be performed as indicated on the "Schedule of Quantities and Prices"

1.4.2 All respondents shall submit with his/her RFQ document full details of how Transnet depots will be serviced.

### **1.5 STANDARD OF WORKMENSHP**

1.5.1 The essence of the agreement is that Transnet requires clean and hygienic toilets and shower facilities.

1.5.2 For this agreement, the respondent shall timeously familiarize himself/herself with the existing conditions of the sites and ensure that his/her RFQ prices include all work necessary to achieve the required service.

## **1.6 PROGRAMME OF WORK**

1.6.1 The respondent is to supply and install all sanitizer units, auto flushes on urinals and automatic air-freshener units, etc. within 2 weeks of notification of being awarded the contract. These units shall be installed on places as indicated by the Manager or his deputy, preferably where previous items were installed.

1.6.2 The respondent is to do a sanitizer and automatic air-freshener service and check auto flushes on a monthly basis for the whole of the agreement period.

1.6.3 The respondent is to perform a deep cleaning service treatment once a month (deep clean). Reaching and cleaning those often neglected places in urinals, shower drains, toilet pans and rims, cleaning of kitchen drains and hand basins as well as odour prevention.

1.6.4 Sanitary disposal service to take place on a weekly basis.

1.6.5 The respondent shall undertake the planning and programming of the service to be rendered and submit to the Manager (or his deputy) within one week after notification, for approval.

1.6.6 Soap dispensers to be refilled on a weekly basis

## **1.7 PERFORMANCE MONITORING AND EVALUATION**

1.7.1 The respondent shall at all times be responsible for supervision of work and for follow up inspections to monitor the successful service rendered. He/She shall immediately take appropriate remedial action in areas where the specified standards of control are not achieved.

1.7.2 The Manager (or his deputy) shall at any time during the agreement period carry out inspections of the Respondents performance methods and procedures.

## **1.8 REMEDIAL WORK**

The respondent shall carry out remedial work that was rejected by the Manager (or his deputy) prior to payment being passed.

## **1.9 TERMS**

This service required is for the period of 24 months and shall commence as indicated in the letter of acceptance.

## **1.10 MEASUREMENT AND PAYMENT**

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1.10.1 Payment will be based on the number of sanitizer, auto flash and automatic air-freshener units installed and number of maintenance services rendered.

1.10.2 No payment will be made for rejected work where control was not achieved.

1.10.3 Inspection and payment will be as follows:

1.10.3.1 First inspection and payment:

After initial supply, installation of the sanitizer units, auto flashes and automatic air-freshener units (includes first service of units and first deep clean services)

1.10.3.2 Further inspections and payments-

Payment will be done once a month.

Payment will be done after receiving the tax invoice and a full detail list of all work done during that month. The technical officer from Transnet Freight Rail will certify on the invoice that all work was done according to the contract

**1.11 SABS STANDARD**

The respondent is to adhere to the laid down SABS standard with regards to protective clothing, storing of chemical and the use of chemicals.

**1.12 PENALTIES**

No payment shall be done for any rejected work, or work not done.

**1.13 ELECTRICAL HAND DRYERS**

The electrical work that is required for the installation of the electrical hand dryers will be undertaken by Transnet Freight Rail.

**1.13 SPECIFICATION ON EQUIPEMENT**

1.13.1 Air-freshener dispensers ~ your choice of fragrance and technology

1.13.2 Air-freshener dispensers must be supplied with an anti-theft bracket

1.13.3 Toilet roll holders ~ must make provision for 3 toilet paper rolls

1.13.4 Toilet holders must be lockable and keys will be supplied to TFR

1.13.5 All equipment to be white

1.13.6 Soap Dispensers must be supplied with a refill on a weekly basis. Soap must be in liquid form and not foam.

1.13.7 Sanitary wipes must be supplied and not the spray

1.13.8 She bins must be simple, but must still be SABS approved

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**1.13.9** She bins must be supplied with bags

**1.13.10** Manuel paper towel dispensers must be supplied with a refill on a weekly basis

**1.14 REQUIREMENTS**

1.14.1 Registration with OHS Act (Occupational Health and Safety Act)

1.14.2 All chemicals used to be SABS (South African Bureau of Standards) compliant

1.14.3 Copy of MSDS (Material Safety Data Sheet)

1.14.4 Letter of Good Standing

**1.15 HEALTH, RISK AND SAFETY PLAN REQUIRED**

The respondents tendering for this project shall take note of the following when compiling Safety, health and environmental plan. Specification for works on, over, under or adjacent to railway lines and near high voltage equipment. **(E7/1 July 1998)** and shall have part A and B of Health and safety Plan as outlined below.

**Part A: Health and safety Plan**

**1.15.1 SHE Management Structure**

1.15.1.1. Construction Work Supervisor (Construction Regulation 6)

1.15.1.2 Subordinate Construction Work Supervisor (Construction Regulation 6)

1.15.1.3. Construction Safety Officer (Construction Regulation 6(7)).

1.15.1.4. List of Respondents already appointed - List to be revised at least monthly.

1.15.1.5. Health and Safety Representative (Section 17 of OHS Act).

**1.15.2 SHE Organisation**

1.15.2.1 Health and Safety Committee.

1.15.2.2 Composition.

1.15.2.3 Frequency of Meetings.

1.15.2.4 Minutes of meeting.

1.15.2.5 Legal Compliance Audits.

1.15.2.6.Audit Report.

1.15.2.7 Frequency of Audits.

1.15.2.8 Findings and Analysis.

1.15.2.9 Corrective Action.

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Respondent's Signature

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**1.15.3 Risk Assessment/Management**

- 1.15.3.1. Task descriptions.
- 1.15.3.2. Risk Identification, Analysis, Mitigating Steps, Monitoring Steps and Review Plan.
- 1.15.3.3. Risk Assessment (Construction Regulation 7)

**1.15.4 Education and Training**

- 1.15.4.1. Induction training (Construction Regulation 7(9))
- 1.15.4.2. Site Specific Training.
- 1.15.4.3. Certificate of Competence.

**1.15.5 Emergency Planning – Evacuation plan**

- 1.15.5.1. Client procedure.
- 1.15.5.2. Site Procedure.

**1.15.6 Health and Safety Communications**

- 1.15.6.1 Safety/Toolbox talks.
- 1.15.6.2 Incident Recall.

**1.15.7. Safe Working Procedures and Methods**

- 1.15.7.1 Method Statements.
- 1.15.7.2 Safe Operating Procedures.
- 1.15.7.3 Task/Job observations.

**1.15.8. Personal Protective Equipment and Clothing**

- 1.15.8.1 PPE required after all other controls have been considered.
- 1.15.8.2 PPE proof of issue.

**1.15.9. Project security**

- 1.15.9.1 Security risks identified.
- 1.15.9.2 Access control.

**Part B. Environmental Management Plan**

**Note:** TFR will obtain Environmental authorisation (EIA and EMP) and permits from the relevant authority (when necessary) prior to commencement of the project (e.g. Construction)

- 1. Control of Dust.

\_\_\_\_\_  
Respondent's Signature

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2. Noise Pollution Control.
3. Waste management.
4. Environmental Incident Management (Sect 28 NEMA and Sect 20 National Water Act).
5. Contamination of surface and underground water.
6. Soil Contamination.
7. Storm Water Drainage.
8. Environmental Clean-up and Rehabilitation.

**1.16 MINIMUM PLANT AND EQUIPMENT REQUIRED**

- 1.16.1 Proper cleaning equipment for deep cleaning on drainage/showers/basins/toilets/etc.
- 1.16.2 Vehicle ~ Bakkie
- 1.16.3 Variety of tools and equipment required for installing equipment.

**1.17 PAPER TOWEL SPECIFICATION**

Paper towel – type disposable, ply rating single  
Width 210mm, length 1.500m  
Colour: White  
Wipers-25 grams, minimum unperforated  
A normal core dia of 28mm individually wrapped  
Paper towel stand-type floor model, material steel  
Finish galvanized, to fit roll size above

**16 CLAUSE BY CLAUSE COMPLIANCE TO PROJECT SPECIFICATION**

The compliance response is to contain ONLY the following statements, "Noted, "Comply", or "Do not comply" and "Comments"

Noted is to be applied against statements and either of the other responses for other clauses. Where either "Do not comply" is applied, remarks as to the reason for the deviation from the requirement are required.

Clause Nr	Comply	Does Not Comply	Comments
1.1.1			
1.1.2			
1.1.3			
1.1.4			
1.2			
1.3			
1.4.1			
1.4.2			
1.5.1			
1.5.2			
1.6.1			
1.6.2			
1.6.3			
1.6.4			
1.6.5			
1.6.6			
1.7.1			
1.7.2			
1.8			
1.9			
1.10.1			
1.10.2			
1.10.3.1			

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1.10.3.2			
1.11			
1.12			
1.13.1			
1.13.2			
1.13.3			
1.13.4			
1.13.5			
1.13.6			
1.13.7			
1.13.8			
1.13.9			
1.13.10			
1.14.1			
1.14.2			
1.14.3			
1.14.4			
1.15			
1.16			
1.17			

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**SUPPLY AND DELIVERY OF HYGIENE SERVICES AT ELANDSFONTEIN AND JET PARK FOR A PERIOD OF 2 YEARS****PRICE SCHEDULE**

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

ITEM	DEPARTMENT	FREQUENCY	UNIT RATE PER MONTH	TOTAL FOR 24 MONTHS
<b>SERVICE REQUIRED IN ELANDSFONTEIN RME</b>				
1	<b>Deep Cleaning of all toilets , ablutions and showers (a Certificate stating that the work has been completed to be submitted)</b>	<b>Weekly</b>		
.11	Removal of all bacteria and uric acid encrustation from all areas toilet bowls and urinals	Weekly		
1.2	Eradication of all scale deposits algae from wash-hand basins , showers tiles and sinks etc.	Weekly		
1.3	Clean and disinfect all surfaces and remove all deposits from soiled water pipes	Monthly		
1.4	Disinfect all walls mirrors , floors , and doors etc.	Monthly		
1.5	Deep clean of kitchen basins and disinfection of fungal & bacterial growth	Monthly		
2	<b>URINALS and Toilet Bowls must have Sanitizer Units fitted and serviced. The service provider should ensure that the units are functional on a full time basis , they should be serviced regularly, taking into consideration the number of personnel occupying each buildings , as stipulated</b>			
2.1	Treat against staining, fungal and bacterial growth	Weekly		
2.2	Urinals to be fitted with odour reducing mats-Deodorizer blocks	Weekly		
2.3	All ladies toilets should have she bins and should be serviced	Weekly		
2.4	All wash hand basins should have wall mounted hand sanitizers with foam soap of high standard. The service provider should ensure that the units are serviced regularly taking into consideration the total number of	Weekly		

Respondent's Signature

Date &amp; Company Stamp

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	personnel that occupies the building			
2.5	Every enclosed area with toilets should have wall mounted automated air sanitizers/ fresheners and should be serviced in accordance with the lifespan of each air freshener. The service provider should also ensure that the units are fully functional on a permanent basis	Monthly		
2.6	Supply toilets seat wipes and service	Weekly		
	<b>SUB-TOTAL FOR A.1 &amp; A.2</b>			
	<b>14% VAT (INCL)</b>			
	<b>GRAND TOTAL</b>			

**SUMMARY OF TOTALS**

<b>SUB-TOTAL FOR A.1 &amp; A.2</b>	<b>R</b>
<b>GRAND TOTAL</b>	<b>R</b>
<b>14% VAT INCL</b>	<b>R</b>
<b>TOTAL INCLUDING VAT</b>	<b>R</b>

\_\_\_\_\_  
Respondent's Signature

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**Notes to Pricing:**

- 1.2.1 All Prices must be quoted in South African Rand, exclusive of VAT
- 1.2.2 To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being disqualified.

Please note that should you have offered a discounted price(s), Transnet will only consider such price discount(s) in the final evaluation stage if offered on an unconditional basis.

**By signing this Quotation Form the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar, and agrees, with all the conditions governing this RFQ, including those contained in any printed form stated to form part hereof, including but not limited to the documents stated below and Transnet SOC Ltd will recognise no claim for relief based on an allegation that the Respondent overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or otherwise:**

- 1. Specifications and drawings included in this RFQ - if applicable; and
- 2. The following documents all of which are available on Transnet’s website or upon request:
  - 2.1. General Bid Conditions;
  - 2.2. Standard RFQ Terms and Conditions for the Supply of Goods or Services to Transnet;
  - 2.3. Supplier Integrity Pact;
  - 2.4. Non-disclosure Agreement; and
  - 2.5. Vendor Application Form and all supporting documents (first time vendors only)

Alternatively, for all existing vendors, please provide vendor number(s) here:

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

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

\_\_\_\_\_  
Respondent’s Signature

\_\_\_\_\_  
Date & Company Stamp

Transnet Request for Quotation No .CRAC-ELF-22013

**SUPPLY AND DELIVERY OF HYGIENE SERVICES AT ELANDSFONTEIN AND JET PARK FOR A PERIOD OF 2 YEARS**

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

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2 \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: \_\_\_\_\_

NAME: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

"PREVIEW COPY ONLY"

\_\_\_\_\_  
Respondent's Signature

\_\_\_\_\_  
Date & Company Stamp

**SECTION 3****QUOTATION FORM**

I/We \_\_\_\_\_  
Hereby offer to supply the goods/services at the prices quoted in the Price Schedule below, in accordance with the conditions related thereto.

I/We agree to be bound by those terms and conditions in:

- the Standard RFQ Terms and Conditions for the Supply of Goods or Services to Transnet; and
- Any other standard or special conditions mentioned and/or embodied in this Request for Quotation.

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

I/We further agree that if, after I/we have been notified of the acceptance of my/our Quotation, I/we fail to deliver the said goods/service/s within the delivery lead-time quoted, Transnet may, without prejudice to any other legal remedy which it may have, cancel the order and recover from me/us any expenses incurred by Transnet in calling for Quotations afresh and/or having to accept any less favourable offer.

**SECTION 4****RFQ DECLARATION AND BREACH OF LAW FORM**

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

We \_\_\_\_\_ do hereby certify that:

1. Transnet has supplied and we have received appropriate responses to any/all questions [as applicable] which were submitted by ourselves for RFQ Clarification purposes;
2. we have received all information we deemed necessary for the completion of this Request for Quotation [RFQ];
3. We have been provided with sufficient access to the existing Transnet facilities/sites and any and all relevant information relevant to the Supply of the Goods as well as Transnet information and Employees, and has had sufficient time in which to conduct and perform a thorough due diligence of Transnet's operations and business requirements and assets used by Transnet. Transnet will therefore not consider or permit any pre- or post-contract verification or any related adjustment to pricing, service levels or any other provisions/conditions based on any incorrect assumptions made by the Respondent in arriving at his Bid Price.
4. at no stage have we received additional information relating to the subject matter of this RFQ from Transnet sources, other than information formally received from the designated Transnet contact(s) as nominated in the RFQ documents;
5. we are satisfied, insofar as our entity is concerned, that the processes and procedures adopted by Transnet in issuing this RFQ and the requirements requested from Bidders in responding to this RFQ have been conducted in a fair and transparent manner; and
6. furthermore, we declare that a family, business and/or social relationship **exists / does not exist** [delete as applicable] between an owner / member / director / partner / shareholder of our entity and an employee or board member of the Transnet Group including any person who may be involved in the evaluation and/or adjudication of this Bid.
7. In addition, we declare that an owner / member / director / partner / shareholder of our entity **is / is not** [delete as applicable] an employee or board member of the Transnet Group.
8. If such a relationship as indicated in paragraph 6 and/or 7 exists, the Respondent is to complete the following section:

Transnet Request for Quotation No .CRAC-ELF-22013

**SUPPLY AND DELIVERY OF HYGIENE SERVICES AT ELANDSFONTEIN AND JET PARK FOR A PERIOD OF 2 YEARS**FULL NAME OF OWNER/MEMBER/DIRECTOR/  
PARTNER/SHAREHOLDER:

ADDRESS:

---

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Indicate nature of relationship with Transnet:

---

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*[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]*

9. We declare, to the extent that we are aware or become aware of any relationship between ourselves and Transnet [other than any existing and appropriate business relationship with Transnet] which could unfairly advantage our entity in the forthcoming adjudication process, we shall notify Transnet immediately in writing of such circumstances.

**BREACH OF LAW**

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

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

NATURE OF BREACH:

---

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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\_\_\_\_

Transnet Request for Quotation No .CRAC-ELF-22013

**SUPPLY AND DELIVERY OF HYGIENE SERVICES AT ELANDSFONTEIN AND JET PARK FOR A PERIOD OF 2 YEARS**

For and on behalf of _____ duly authorised hereto	AS WITNESS:
Name:	Name:
Position:	Position:
Signature:	Signature:
Date:	Registration No of Company/CC _____
Place:	Registration Name of Company/CC _____

**Section 5: SUPPLIER DECLARATION FORM**

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

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

\_\_\_\_\_  
Respondent's Signature

\_\_\_\_\_  
Date & Company Stamp



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**SUPPLY AND DELIVERY OF HYGIENE SERVICES AT ELANDSFONTEIN AND JET PARK FOR A PERIOD OF 2 YEARS**

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

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	
How many years has your company been in business							
VAT number (if registered)							
Company Telephone Number							
Company Fax Number							
Company E-Mail Address							
Company Website Address							
Bank Name				Branch & Branch code			
Account Holder				Bank account number			
Postal Address						Code	
Physical Address						Code	
Contact Person							
Designation							
Telephone							
Email							
Annual Turnover Range (Last Financial Year)		< R5 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)							

Respondent's Signature

Date &amp; Company Stamp

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**SUPPLY AND DELIVERY OF HYGIENE SERVICES AT ELANDSFONTEIN AND JET PARK FOR A PERIOD OF 2 YEARS**

<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	

**ANNEXURE A: B-BBEE PREFERENCE POINTS CLAIM FORM**

This preference form contains general information and serves as a claim for preference points for Broad-Based Black Economic Empowerment [**B-BBEE**] Status Level of Contribution.

**1. INTRODUCTION**

- 1.1 A total of 20 preference points shall be awarded for B-BBEE Status Level of Contribution.
- 1.2 Failure on the part of a Bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System [**SANAS**] or a Registered Auditor approved by the Independent Regulatory Board of Auditors [**IRBA**] or an Accounting Officer as contemplated in the Close Corporation Act [**CCA**] together with the bid will be interpreted to mean that preference points for B-BBEE Status Level of Contribution are not claimed.
- 1.3 Transnet reserves the right to require of a Bidder, either before a Bid is adjudicated or at any time

Respondent's Signature

Date &amp; Company Stamp

subsequently, to substantiate any claim in regard to preferences, in any manner required by Transnet.

## 2. GENERAL DEFINITIONS

- 2.1 **"all applicable taxes"** include value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 **"B-BBEE status of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **"Bid"** means a written offer in a prescribed or stipulated form in response to an invitation by Transnet for the provision of goods, works or services;
- 2.5 **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 [Act No. 53 of 2003];
- 2.6 **"comparative price"** means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration;
- 2.7 **"consortium or joint venture"** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract;
- 2.8 **"contract"** means the agreement that results from the acceptance of a bid by Transnet;
- 2.9 **"EME"** means any enterprise with an annual total revenue of R5 [five] million or less as per the 2007 version of the B-BBEE Codes of Good Practice and means any enterprise with an annual total revenue of R10 [ten] million or less as per the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928;
- 2.10 **"firm price"** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs and excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **"functionality"** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **"non-firm prices"** means all prices other than "firm" prices;

- 2.13 **"person"** includes reference to a juristic person;
- 2.14 **"QSE"** means any enterprise with an annual total revenue between R5 [five] million and R35 [thirty five] million as per the 2007 version of the B-BBEE Codes of Good Practice and means any enterprise with an annual total revenue of between R10 [ten] million and R50 [fifty] million as per the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928
- 2.15 **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.16 **"subcontract"** means the primary contractor's assigning or leasing or making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.17 **"total revenue"** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
- 2.18 **"trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 3. "trustee"** means any person, including the founder of a trust, to whom property is bequeathed in **ADJUDICATION USING A POINT SYSTEM**
- 3.1 The Bidder obtaining the highest number of total points for the evaluation criteria as enumerated in Section 2 of the RFP will be awarded the contract, unless objective criteria justifies the award to another bidder.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 3.3 Points scored will be rounded off to 2 [two] decimal places.
- 3.4 In the event of equal points scored, the Bid will be awarded to the Bidder scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more Bids have scored equal points including equal preference points for B-BBEE, the successful Bid will be the one scoring the highest score for functionality.

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

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

B-BBEE Status Level of Contributor	Number of Points [Maximum 20]	Number of Points [Maximum 10]
1	20	10
2	18	9
3	16	8
4	12	5
5	8	4
6	6	3
7	4	2
8	2	1
Non-compliant contributor	0	0

4.2 Bidders who qualify as EMEs in terms of the 2007 version of the Codes of Good Practice must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EME's with B-BBEE Status Level Certificates.

4.3 Bidders who qualify as EMEs in terms of the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928 are only required to obtain a sworn affidavit on an annual basis confirming that the entity has an Annual Total Revenue of R10 million or less and the entity's Level of Black ownership.

4.4 In terms of the 2007 version of the Codes of Good Practice, Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

4.5 In terms of the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928, Bidders who qualify as QSEs are only required to obtain a sworn affidavit on an annual basis confirming that the entity has an Annual Total Revenue of R50 million or less and the entity's Level of Black ownership. Large enterprises must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

4.6 A trust, consortium or joint venture will qualify for points for its B-BBEE status level as a legal entity, provided that the entity submits its B-BBEE status level certificate.

4.7 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they

**SUPPLY AND DELIVERY OF HYGIENE SERVICES AT ELANDSFONTEIN AND JET PARK FOR A PERIOD OF 2 YEARS**

were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

- 4.8 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialised scorecard contained in the B-BBEE Codes of Good Practice.
- 4.9 A person will not be awarded points for B-BBEE status level if it is indicated in the Bid documents that such a Bidder intends subcontracting more than 25% [twenty-five per cent] of the value of the contract to any other enterprise that does not qualify for at least the same number of points that such a Bidder qualifies for, unless the intended subcontractor is an EME that has the capability and ability to execute the subcontract.
- 4.10 A person awarded a contract may not subcontract more than 25% [twenty-five per cent] of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.
- 4.11 Bidders are to note that in terms of paragraph 2.6 of Statement 000 of the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928, any representation made by an entity about its B-BBEE compliance must be supported by suitable evidence or documentation. As such, Transnet reserves the right to request such evidence or documentation from Bidders in order to verify any B-BBEE recognition claimed.

**5. B-BBEE STATUS AND SUBCONTRACTING**

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

B-BBEE Status Level of Contributor \_\_\_\_\_ = \_\_\_\_\_ [maximum of 20 points]

Note: Points claimed in respect of this paragraph 5.1 must be in accordance with the table reflected in paragraph 4.1 above and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or a sworn affidavit in the case of an EME or QSE.

**5.2 Subcontracting:**

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

If YES, indicate:

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

**5.3 Declaration with regard to Company/Firm**

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

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(ii) VAT registration number.....

(iii) Company registration number.....

(iv) Type of Company / Firm [TICK APPLICABLE BOX]

Partnership/Joint Venture/Consortium

One person business/sole propriety

Close Corporations

Company (Pty) Ltd

(v) Describe Principal Business Activities

.....  
 .....

(vi) Company Classification [TICK APPLICABLE BOX]

Manufacturer

Supplier

Professional Service Provider

Other Service Providers, e.g. Transporter, etc.

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

**BID DECLARATION**

I/we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the company/firm, certify that points claimed, based on the B-BBEE status level of contribution indicated in paragraph 4 above, qualifies the company/firm for the preference(s) shown and I / we acknowledge that:

(i) The information furnished is true and correct.

(ii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 6 above, the contractor may be required to furnish documentary proof to the satisfaction of Transnet that the claims are correct.

(iii) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, Transnet may, in addition to any other remedy it may have:

(a) disqualify the person from the bidding process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) restrict the Bidder or contractor, its shareholders and directors, and/or associated entities, or only the shareholders and directors who acted in a fraudulent manner, from obtaining business from Transnet for a period not exceeding 10 years, after

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the *Audi alteram partem* [hear the other side] rule has been applied; and/or

- (e) Forward the matter for criminal prosecution.

**WITNESSES:**

- 1. ....
- 2. ....

SIGNATURE OF BIDDER

COMPANY NAME:

ADDRESS:

**ANNEXURE B: SCHEDULE OF PLANT, EQUIPMENT AND TEAMS**

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

**(I) Plant immediately available for work tendered for:**

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

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

\_\_\_\_\_  
Respondent's Signature

\_\_\_\_\_  
Date & Company Stamp



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**ANNEXURE C - REFERENCES**

Please indicate below the company names and contact details of existing customers whom Transnet may contact to seek third party evaluations of your current service levels:

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

"PREVIEW COPY ONLY"

\_\_\_\_\_  
Respondent's Signature

\_\_\_\_\_  
Date & Company Stamp

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"PREVIEW COPY ONLY"

**DURATION OF CONTRACT**

The provision of Hygiene services over a 2 years period. Please see the attachment at the back

**ANNEXURE D - HEALTH/RISK & ENVIRONMENTAL PLAN**

The tenderer to submit a health plan relating to Hygiene services

\_\_\_\_\_  
Respondent's Signature

Date & Company Stamp