



## RFQ / TENDER

**Tender No:** ESS-21401

**Vendor No:** 11001386

BOARD LIST  
BOARD LIST  
TRANSNET FREIGHT RAIL  
PROCUREMENT DEPARTMENT  
2000

**Purchaser :** Molebogeng Tladi  
**Telephone :** 011 584 1071  
**Fax Number:**

**Please quote reference:**  
D33/6000620574

**Deliver to:**  
TFR Head Office  
Supply Chain Services  
2000 Johannesburg

**Closing Date** : 09.06.2016  
**Validity Date** : 08.09.2016  
**RFQ No** : 6000620574

# PREVIEW TEXT

THE PROVISION OF MODEL FOR TRAINING SCHOOL OF RAIL WITH LEARNING MATERIAL INCLUDED AT ESSELEN PARK FOR THE PERIOD OF FOUR (4) MONTHS.

DELIVERY ADDRESS: SCHOOL OF RAIL  
MODDERFONTEIN ROAD, ESSELEN PARK, 1626.

BRIEFING SESSION DATE: 07 JUNE 2016 AT SCHOOL OF RAIL, MODDERFONTEIN RD  
ESSELEN PARK, 1626.

COMPULSORY, PLEASE BRING THE VALID TENDER DOCUMENT TO THE BRIEFING MEETING.

NB: PLEASE PAY ATTENTION TO EVALUATION CRITERIA OF THE RFQ FAILURE TO SUBMIT THE REQUIRED DOCUMENTATION WILL RESULT IN COMPANIES BEING DISQUALIFIED.

**1. RETURN OF QUOTATION/S:**

**PLEASE SEND TO FAX NUMBER: 011 774-9129, 011 774 9186**

**EMAIL: thuli.mathebula@transnet.net, lolo.sokhela@transnet.net**

FOR ANY TECHNICAL ENQUIRIES WITH REGARD TO THIS RFQ YOU CAN CONTACT:

MS KGABO RAMARA - 011 929 1672 OR MR LESLIE LOUW - 011 929 1115

1.1 QUOTATION/S MUST BE SUBMITTED PUNCTUALLY AT 10:00 ON THE CLOSING DATE AND LATE QUOTATIONS WILL NOT BE CONSIDERED.

**1.2 IF POSTED:**

EXECUTIVE MANAGER (TRANSNET FREIGHT RAIL, SUPPLY CHAIN SERVICES)  
PO BOX 8617

DATE: ..... SIGNATURE OF TENDERER(S): .....  
CONTACT PERSON: ..... TEL No: .....

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JOHANNESBURG  
2000

1.3 ,IF DELIVERED BY HAND:  
TRANSNET FREIGHT RAIL  
INYANDA HOUSE 1  
21 WELLINGTON ROAD  
PARKTOWN  
JOHANNESBURG  
2001

## 2. CONDITIONS:

2.2 ANY PURCHASE ORDER PLACED AS A RESULT OF YOUR QUOTATION WILL BE SUBJECT TO THE STANDARD TERMS AND CONDITIONS OF CONTRACT, FORM US7, (LATEST), GENERAL TENDER CONDITIONS, FORM CSS5 (LATEST ) AND CONDITIONS MENTIONED HEREIN.

2.3 TENDERERS MAY OFFER AN EARLIER VALIDITY DATE, BUT THEIR QUOTATION MAY, IN THAT EVENT, BE DISREGARDED FOR THIS REASON.

2.4 TENDERERS ARE REQUIRED TO OFFER ONLY FIRM PRICES. PRICES SUBJECT TO REVIEW IN TERMS OF CLAUSE 32 OF FORM US7 WILL ONLY BE CONSIDERED SHOULD THE DELIVERY PERIOD REQUIRED EXCEED 6 MONTHS.

2.5 BEST DELIVERY TIME MUST BE OFFERED.

2.6 DISCOUNT (TRADE DISCOUNT) CASH DISCOUNT (CONDITONAL DISCOUNT) VALUE ADDED TAX (VAT) MUST BE SHOWN SEPARATELY.

2.7 TRANSNET RESERVES THE RIGHT TO NEGOTIATE PRICES AND COMMERCIAL ASPECTS AFTER THE CLOSING DATE OF THE QUOTATION.

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2.8 DIRECT DELIVERY INTIMATES DELIVERY BEING EFFECTED INTO THE WAREHOUSE OR THE ACTUAL POINT OF SUPPLY AND SHOULD THEREFORE INCLUDE ANY TRANSPORTATION MODE DEEMED NECESSARY IN EXECUTING THIS METHOD OF DELIVERY BASIS IN ORDER TO MEET THE REQUIRED DELIVERY DATE.

## TAX CLEARANCE CERTIFICATES:

The Regulations in terms of the Public Finance Management Act, 1999: Framework for Supply Chain Management as published in Government Gazette No. 25767 dated 5 December 2003, Clause 9 (1) (d), stipulates that the accounting officer or accounting authority of an institution to which these regulations apply must reject any bid from a supplier who fails to provide written proof from the South African Revenue that the supplier either has no outstanding tax obligations or has made arrangements to meet outstanding tax obligations. Tenderers will be disqualified if a valid tax clearance certificate or written proof from the South African Revenue Service that supplier has made arrangements to meet outstanding tax obligations is not submitted with the tender.

## COMPANY DETAILS:

**NAME OF COMPANY:** \_\_\_\_\_  
**CONTACT PERSON:** \_\_\_\_\_  
**TEL. NO.** \_\_\_\_\_ **FAX NO:** \_\_\_\_\_  
**REG. NO.** \_\_\_\_\_

## BROAD BASED BLACK ECONOMIC EMPOWERMENT (BBBEE)

Transnet is committed to working with the Government's Broad Based Black Economic Empowerment (BBBEE) programme. It is strongly of the opinion that Broad Based Black Economic Empowerment is essential to redress the imbalances of the past. Transnet will therefore prefer to do business with local business enterprises who share these values. Transnet will endeavour to do business with local business enterprises that possess a BBBEE "recognition level" of at least a level 5. Transnet urges Tenderers (large enterprises and QSE's - see below) to have themselves accredited by any one of the various Accreditation Agencies available, who do their BBBEE ratings in accordance with the latest Codes (i.e. those promulgated on 9 February 2007) and whose names appear on the present ABVA (Association of BEE Verification Agencies) - "List of Full Members" as displayed on the ABVA website ([www.abva.co.za](http://www.abva.co.za)). Although no agencies have, as yet, been accredited by SANAS (SA National Accreditation System), Transnet will, in the interim, accept rating certificates of tenderers who have been verified by any of the listed agencies.

Enterprises will be rated by such agency based on the following:

1. Large Enterprises (i.e. annual turnover >R35million:
  - " Rating level based on all seven elements of the BBBEE scorecard.
2. Qualifying Small Enterprises - (QSE) (i.e. annual turnover >R5million but <R35million:
  - " Rating based on any four elements of the BBBEE scorecard.

NB:

3. Emerging Micro Enterprises - (EME) (i.e. annual turnover <R5m) are exempted from being rated/verified:
  - " Automatic rating of Level 4 BBBEE irrespective of race of ownership, i.e. 100% BBBEE recognition
  - " Black ownership >50% or Black Women ownership >30% automatically qualifies as Level 3 BBBEE, i.e. 110% BBBEE recognition
  - " EME's should provide certified documentary proof of annual turnover (i.e. audited financials) plus proof of Black ownership if Black ownership >50% or Black Women ownership >30% from the EME's Auditor/Accounting Officer.

4. In addition to the above, Tenderers who wish to enter into a Joint Venture or subcontract portions of the contract to BBBEE companies, must state in their tenders the percentage of the total contract value that will be allocated to such BBBEE companies, should they be successful in being awarded any business. A rating certificate in respect of such BBBEE JV-partners and / or sub-contractor/s, as well as a breakdown of

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the distribution of the aforementioned percentage must also be furnished

In view of the high emphasis which Transnet places on Broad-based Black Economic Empowerment, Transnet will allow certain preference points for BBBEE in the evaluation of all responses. Depending upon the value of the ensuing business award (i.e. below or in excess of R2m), the 80/20 or 90/10 point preference systems will be utilized where BBBEE will count out of 20 or 10 respectively in the evaluation process.

EACH RESPONDENT IS REQUIRED TO FURNISH PROOF OF THE ABOVE TO TRANSNET. FAILURE TO DO SO WILL RESULT IN A SCORE OF ZERO BEING ALLOCATED FOR BBBEE.

Turnover: Kindly indicate your company's annual turnover for the past year R\_\_\_\_\_

- " If annual turnover <R5m, please attach certified confirmation from your Auditor/Accounting Officer
- " If annual turnover >R5m please attach original or certified copy of accreditation certificate and detailed scorecard by an ABVA accreditation agency (registered as a "Full Member")

## PAYMENT TERMS

The following payment terms will apply as from 1 October 2008.

- " All suppliers will be paid 30 days from receipt of month end statement, i.e. payment term F055.

EVALUATION CRITERIA  
ADMINISTRATIVE REQUIREMENTS (ESS-EN)  
Provide Letter of Good Standing from the  
Bidder(s) must be registered with National Treasury CSD (Central  
Supplier Data Base) prior to award.

**PREVIEW TEXT**

## SUBSTANTIVE RESPONSIVENESS TEST (MANDATORY)

Compliance to specification (Clause by Clause Declaration)  
Certificate / Diploma in ETD ( Education, Training and Development) for  
each trainer.  
Proven knowledge of Education, Training and Development Practitioners'  
(ETDP) environment and registered with the relevant Sector Education and  
Training Authority (SETA) and Quality Council for Trade and Occupations  
(QCTO) - provide proof of registration.  
Project Plan detailing project timelines.

CATEGORY: COMMERCIAL( SCORING MATRIX)  
PRICING ONLY 80%

CATEGORY: B-BBBEE ( SCORING MATRIX)  
VALID B-BBEE CERTIFICATE AND SCORECARD 20%

## CONDITIONS:

This quotation is subject to the provisions of the Standard Terms and Conditions of Contract, Form US7, (Latest ) and the General Tender Conditions, Form CSS5 (Latest) and any other standard or special conditions mentioned and/or embodied in the quotation request.

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## **SCHEDULE OF REQUIREMENTS**

PRICES TENDERED ARE TO BE "DIRECT" AND EXCLUDE VAT.

IN THIS REGARD THE TENDERER'S ATTENTION IS DIRECTED TO PARAGRAPH 16 OF FORM CSS5 (LATEST).

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TRANSNET INSISTS ON HONESTY AND INTEGRITY BEYOND REPROACH AT ALL TIMES AND WILL NOT TOLERATE ANY FORM OF IMPROPER INFLUENCING, BRIBERY, CORRUPTION, FRAUD, OR ANY OTHER UNETHICAL CONDUCT ON THE PART OF BIDDERS/ TRANSNET EMPLOYEES. IF, IN THE OPINION OF TRANSNET'S CHIEF OPERATING OFFICER, A TENDERER / CONTRACTOR / SUPPLIER HAS OR HAS CAUSED TO BE PROMISED, OFFERED OR GIVEN TO ANY TRANSNET EMPLOYEE, ANY BRIBE, COMMISSION, GIFT, LOAN, ADVANTAGE OR OTHER CONSIDERATION, TRANSNET SHALL BE ENTITLED TO REVOKE THE TENDER / CONTRACT BY FOLLOWING ITS INTERNAL POLICIES THAT GOVERN THE EXCLUSION PROCESS. IN SUCH AN EVENT TRANSNET WILL BE ENTITLED TO PLACE ANY TENDERER / CONTRACTOR / SUPPLIER WHO HAS CONTRAVENED THE PROVISIONS OF TRANSNET'S BUSINESS ETHICS ON ITS LIST OF EXCLUDED TENDERERS. THIS LIST WILL ALSO BE DISTRIBUTED TO ALL OTHER STATE OWNED ENTERPRISES AND GOVERNMENT DEPARTMENTS.

TRANSNET INVITES ITS VALUED SUPPLIERS TO REPORT ANY ALLEGATIONS OF FRAUD/CORRUPTION OR OTHER UNETHICAL ACTIVITIES TO TRANSNET TIP-OFFS ANONYMOUS, AT ANY OF THE FOLLOWING ADDRESSES / CONTACT NUMBERS:-

TOLL-FREE ANONYMOUS HOTLINE - 0800 003 056  
EMAIL - Transnet@tip-offs.com  
FAX NUMBER - 0800 007 788  
FREEPOST DN 298, UMHLANGA ROCKS, 4320

CONFIDENTIALITY IS GUARANTEED REFER TO ATTACHED PRICE SCHEDULE  
REFER TO ATTACHED PRICING SCHEDULE- ANNEXURE C

Item	Material	Description
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00010	1	Moderator Training
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R.....  
Each

**Delivery Date:** 20.06.2016

**FULL DETAILS OF DESCRIPTION**

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### 3. ADDITIONAL INFORMATION REQUIRED: (WHERE APPLICABLE)

#### 3.1 THE FOLLOWING ADDITIONAL INFORMATION IS REQUIRED:

- (A) DISCOUNT: .....
- (B) SETTLEMENT DISCOUNT:.....
- (C) PRICE/S FIRM: .....
- (D) PRICE/S FIRM UNTIL ..... THEREAFTER SUBJECT TO REVIEW.
- (E) PRICE/S NOT FIRM: .....
- (F) SABS MARK: .....
- (G) SABS PERMIT NO: .....
- (H) BRAND/MAKE/TYPE: .....
- (I) FULL NAME AND ADDRESS OF MANUFACTURER.:  
.....  
.....  
.....

- (J) FULL NAME AND ADDRESS OF INSPECTION POINT:  
.....  
.....  
.....

- (K) COUNTRY OF ORIGIN: .....

Comply : ☐ Yes ☐ No ☐ Not applicable

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Justification : .....

- (L) SURPLUS MATERIAL:

TENDERERS MUST INDICATE IF THEY WILL BE PREPARED TO PURCHASE BACK FROM TRANSNET ANY SURPLUS MATERIAL WHICH MAY BECOME AVAILABLE FROM ANY RESULTING PURCHASE ORDER/CONTRACT ORIGINATED FROM THE QUOTATION SUBMITTED:  
.....

- (M) PAYMENT OVERSEAS:

ONLY IF TRANSNET LIMITED IS REQUESTED BY THE TENDERER TO EFFECT PAYMENT OVERSEAS DIRECT TO THE TENDERER'S PRINCIPAL/SUPPLIER THE FOLLOWING INFORMATION IS REQUIRED:

\* EXCHANGE RATE ON WHICH THE QUOTATION PRICE IS BASED: R1,00 (S.A. CURRENCY) BEING EQUAL TO ..... (FOREIGN CURRENCY)

\* PERCENTAGE IN RELATION TO THE QUOTATION PRICE TO BE REMITTED OVERSEAS:  
.....

\* NAME OF COUNTRY TO WHICH PAYMENT IS TO BE MADE:  
.....  
.....

\* APPLICABLE DATE OF EXCHANGE RATE:  
.....

\* BENEFICIARY'S NAME AND FULL ADDRESS:  
.....  
.....  
.....

DATE: .....

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\* BENEFICIARY'S BANKERS AND FULL ADDRESS:

\* APPLICABLE ACCOUNT NUMBER:

(N) DELIVERY DATE:

TENDERERS MUST FURNISH THEIR ACTUAL DELIVERY AND MANUFACTURING PERIOD HEREUNDER  
NOTWITHSTANDING THE DELIVERY DATES SPECIFIED BY TRANSNET.

THE FOLLOWING MUST ALSO BE FURNISHED IN REGARD TO THE ABOVE:

1. PERIOD REQUIRED TO OBTAIN RAW MATERIAL. ....(DAYS)
2. MANUFACTURING PERIOD. ....(DAYS)
3. PERIOD TO TRANSPORT MATERIAL TO DESTINATION. ....(DAYS)

MATERIAL NO.	1.(PERIOD)	2.(PERIOD)	3.(PERIOD)
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**PREVIEW TEXT**

INDICATE THE PERCENTAGE (%) OF THE PRICE THAT IS SUBJECT TO THE VARIABLE COPPER FEE: -----%.

DATE: .....

SIGNATURE OF TENDERER(S): .....

## ANNEXURE A

### Specification / Scope of Work

#### Terms of Reference

<b>Beneficiary</b>	School of Rail, Transnet Freight Rail
<b>Programme</b>	Provision of Moderator Training at School of Rail with Learning Material included at Esselen Park for a period of four (4) months.  Unit Standard ID: 115759 Level: 6 Credits: 10 Learners: 35

#### 1. BACKGROUND

##### 1.1 Introduction

##### 1. A brief historical background

Transnet Freight Rail (TFR) is the largest division of Transnet. TFR bases its core competency on the transportation of freight and containers. TFR is positioning itself to become a profitable and sustainable freight railway business, assisting in driving the competitiveness of the South African economy.

The company maintains an extensive rail network across South Africa that connects with other rail networks in the sub-Saharan region, with its rail infrastructure representing about 80% of Africa's total. The company is proud of its reputation for technological leadership beyond Africa as well as within Africa, where it is active in some 17 countries.

Through its rail network, TFR hopes to become a global player in the provision of freight logistics solutions to its customers on the African continent and beyond. The International Joint Ventures business is TFR's vehicle for achieving this and other objectives outside the company's normal areas of activity. The International Joint Ventures business is responsible for all TFR activities outside South Africa as well as for all non-core activities and joint ventures within South Africa.

Against this background, the School of Rail (SoR), a division of Transnet Freight Rail Human Capital, offers a service based on a strategy in line with the business objectives of Transnet in order to add value to Transnet's human capital development. The SoR is mandated to provide training and development that will ensure increased capacity of service delivery and implementation of the TFR initiatives aligned to national priorities. The SoR has undergone a significant transformation process during the past decade, and has been able to achieve better co-ordination of training.

The School of Rail was selected to execute and launch the Outcomes-Based Modular Learning (OBML) project as a cascading result of the Total Reward Solution (TRS) agreement that was reached between management and labour. OBML and its unique methodology was chosen to determine workplace competence requirements. Employees in Transnet Freight Rail will be rewarded according to their individual competence profiles.

##### 1.2 Institutional Context

The School of Rail (SoR) is committed to delivering relevant, responsive and high quality training services to its clients. It recognises that effective curriculum development and review are critical to this. As the organisation is facing increased demands for its training services and is embarking on new approaches to training, it is revisiting and improving its curriculum development and review processes.

The SoR's work is framed by a range of policy statements and legislation, particularly the Skills Development Act and the White Paper on Human Resource Management. It is also committed to implementing its transport freight rail development mandate within the context of the broader education and training policies of the South African government. It is committed to meeting the objectives of the National Qualifications as defined by the South African Qualifications Authority (SAQA) Act, and is proud that its work contributes directly, and indirectly, to the achievement of the National Skills Development Strategy (NSDS). The SoR focuses on providing customised job related skills training, which provides a market niche through relevance to micro needs and macro trends. All training and development programmes provided by the SoR mirror Transnet's priorities. Internally the SoR constantly strives to learn and improve

services to promote efficient service delivery. Aspects that receive priority attention include alignment to the requirements of the South African Qualifications Authority (SAQA) in terms of the design, quality assurance and the monitoring and evaluation of programmes.

The SoR will design and deliver quality interventions that are responsive to the needs of TFR. These interventions are aimed at improved levels of efficiency, effectiveness, and service delivery by developing the competences of Train Drivers, Train Control Officers and Yard Officials and Section Managers across the TFR; improving the functioning of systems related to transport freight rail; supporting an increased focus and understanding of customer services; designing and implementing systems that allow for appropriate development and utilization of resources in a transport freight environment and extending the delivery impact of the SoR across the Southern African Development Corporation (SADDC) continent so as to support the priority for an effective and efficient rail network.

## 1.2 Project Beneficiaries

The beneficiaries of this intervention are as follows:

- More Moderators than the one which SoR currently have will be available to conduct the required moderations.
- There will be a cost saving in that external moderators do not need to be roped in after this number of moderators are trained.

## 1.3. Problem Statement

The School of Rail is currently unable to provide sufficient Moderators to service line management in all their needs. There is a dire need to provide Moderators to conduct the required moderations and have quicker turnaround times. This in turn would alleviate issues such as overtime and critical grade staff shortages.

This poses a major safety risk to the whole Transnet Freight Rail operations when one considers the huge number of derailments and incidences that have taken place in the past.

The School of Rail is an accredited training provider that comply with the requirements of the Transport Education and Training Authority (TETA) in order to comply with its mandate. These requirements include, amongst others, the provision of accredited training facilities and properly qualified and registered Moderators, Assessors, Workplace Assessors and Facilitators.

## 2. CONTRACT OBJECTIVES & RISKS

### 2.1 Objective

The School of Rail is experiencing capacity constraints in so far as the training and development of Moderators are concerned. It thus seeks to secure the services of service providers to do the following:

- a) Train Moderators.
- b) Oversee the compilation of Portfolios of Evidence.
- c) Assess Portfolios of Evidence.
- d) Moderate Portfolios of Evidence.
- e) Certify the Moderators.
- f) Provide learners with Moderator training materials.

### 2.2 Specific Risks

The following risks have been identified:

- a) The availability of expert resources will impact upon overall performance and should be managed as a risk area.
- b) Non-performance: the potential non-delivery or non-performance of service providers remains a risk to be managed effectively.
- c) Non-attendance of scheduled meetings by all role players poses a major risk.
- d) Failure to abide by the specifications of the contract by either the service provider or the SoR.
- e) Delays from the selected service provider or the SoR present a distinct time-based risk. This should be factored into planning cycles and reporting mechanisms.
- f) Unrealistic project time frame not acceptable.
- g) Organisational constraints such as bureaucratic processes.

### 3. EXPECTED OUTPUTS AND OUTCOMES

#### 3.1 Outputs

- 3.1.1 Conducting of Moderator training, which should be as follows:
- Training of 35 Moderators during the period of four (4) months.
  - Conducting the training in groups of a maximum of 10 per class.
  - Oversee the compilation of portfolios of evidence.
  - Assess the portfolios of evidence
  - Moderate the portfolios of evidence
  - Certify the Moderators.
  - Provide learners with Moderator training materials.

#### 3.2 Outcomes

The expected outcomes of the programme are:

- A sustainable training intervention that will be administered to TFR students by the Service Provider.
- Increased competence and number of Moderators to service line management.

### 4. Competencies and Expertise Required

The preferred service provider should meet the following criteria:

- Proven track record in Moderator training.
- Knowledge of legislation: the National Qualifications Framework (NQF), the South African Qualifications Authority (SAQA) and the Skills Development etc.
- Knowledge of Education Training and Development Practitioners' (ETDP) environment and registered with the relevant Sector Education and Training Authority (SETA).
- Knowledge of both formative and summative assessment methods, using a range of methodologies.
- Knowledge of relevant computer systems and appropriate software is desirable.
- Proven competence in new educational and communication technologies.
- The ability in creativity and innovation.
- The ability to deliver within tight frames.
- Understanding the Railway environment would be an added advantage
- Knowledge of Railway Safety Regulator and the safety issues, in the railway environment is key.
- The selected service provider needs to be accredited with TETA and QCTO to provide Moderator training.

### 5. REPORTING

#### 5.1 Reporting

The service provider will submit a bi-weekly progress report in hard copy and electronic format in a template provided by the SoR. All documents submitted by service providers will include the service provider's name, project title, date of draft and draft number.

#### 5.2 Final Report

At the end of the contract, the service provider shall provide a final report covering the entire assignment period. The final report will include, inter alia, lessons learned and recommendations on the further implementation of the project, as well as suggested measures for future upgrading, enhancement and improvement of the training material, as indicated in SoR's prescribed format that will be provided to the successful provider.

#### 5.3 Submission and Approval of Reports

All reports and submissions must be supported by original invoices, together with all the relevant documentation required. All reports and documents needed for the finalisation of payment should be forwarded to the SoR. The Senior Manager: Curriculum Development and Assessments must certify and approve the documents before payment can be finalised. Payment will be effected electronically within 30 days after certification of documents by both the Curriculum Development Manager and Curriculum Review Committee, of which the Manager: Assessments would act as Chair. All reports must be issued in triplicate. The final report must also be made available electronically.

## 6. MONITORING AND EVALUATION

### 6.1 Definition of Indicators

The above-mentioned objectives and outputs/outcomes should be reflected in the relevant reports, and this will serve as performance indicators for monitoring and evaluation.

### 6.2 Work and management arrangements

Work and management arrangements will be as follows:

- a) The SoR and specifically the Assessment department, will monitor and evaluate the work of the service provider according to an agreed work plan.
- b) The Terms of Reference (TOR) are issued and will be used as informing the agreement to be entered into with the service provider.
- c) The activities necessary for the implementation of this programme will be co-ordinated by the SoR. Each milestone achieved in this assignment will be approved by SoR, before the next step is implemented.
- d) SoR reserves the right to evaluate the progress and outcome of the project as well as the quality of the services provided by the service provider.
- e) Bi-weekly management meetings will be held to review progress in training facilitation.
- f) In the event of non-compliance of any conditions or poor performance by the service provider, the SoR reserves the right to take whatever reasonable remedial action it may deem necessary to remedy the non-compliance.
- g) The contract shall be entered into with the successful and appointed service provider and will form the basis of agreement between the SoR and the service provider. The contract shall mirror the contents of these Terms of Reference.

## 7. BUDGET

**PREVIEW TEXT**

- a) Budget presented for facilitation of the provider for training programme must be VAT exclusive.
- b) It is expected that the service provider's quotation and proposal will give a budget breakdown of costed activities.
- c) Payments for work done shall be made to the service provider by the SoR per deliverable once all work has been deemed appropriate and to the required standard.
- d) The SoR will not be liable for payments for logistics in respect of workshop venues and catering, as well as the printing of learning.
- e) A payment schedule, together with all delivery requirements associated with the release of payments will be agreed upon up-front between Transnet Freight Rail and the successful provider (*note that Transnet Freight Rail will not pay any amounts in advance*).

## 9. SCHEDULE OF ASSIGNMENT

### 9.1 Time Frame

This assignment will be deemed completed within the agreed time of the project duration.

## 10. COPYRIGHT

Copyright for the training material is vested in Transnet and the Transnet logo should appear on all documentation in line with Transnet branding specifications.

## 11. REPRESENTATION

Any service provider appointed to facilitate the programme, will do so for and on behalf of the School of Rail. He/she will act as a representative of the School of Rail, and will do anything reasonable to promote SoR's programmes, image and best interest

## **12. CONTACT DETAILS**

Ms Noma Mjajubana  
Senior Manager: Curriculum & Assessments  
School of Rail  
Esselen Park  
1626

Office 2  
P91-1 of R25  
Modderfontein Road, Esselen Park  
Telephone 011 929 1785

**PREVIEW TEXT**

## ANNEXURE B

### CLAUSE BY CLAUSE DECLARATION SCHEDULE.

**CRAC-ESS-21401: Provision of Moderator Training at School of Rail with learning material included at Esselen Park for the period of 4 months.**

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

BIDDERS ARE TO REFER TO THE SPECIFICATION WITH FULL DETAILED DESCRIPTION OF ITEMS

Clause	Comply	Do Not Comply
<ul style="list-style-type: none"> <li><b>Objective</b></li> </ul> <p>The School of Rail is experiencing capacity constraints in so far as the training and development of Moderators are concerned. It thus seeks to secure the services of service providers to do the following:</p> <ol style="list-style-type: none"> <li>Train Moderators.</li> <li>Oversee the compilation of Portfolios of Evidence.</li> <li>Assess Portfolios of Evidence.</li> <li>Moderate Portfolios of Evidence.</li> <li>Certify the Moderators.</li> <li>Provide learners with Moderator training materials.</li> </ol>		
<ul style="list-style-type: none"> <li><b>Specific Risks</b></li> </ul> <p>The following risks have been identified:</p> <ol style="list-style-type: none"> <li>The availability of expert resources will impact upon overall performance and should be managed as a risk area.</li> <li>Non-performance: the potential non-delivery or non-performance of service providers remains a risk to be managed effectively.</li> <li>Non-attendance of scheduled meetings by all role players poses a major risk.</li> <li>Failure to abide by the specifications of the contract by either the service provider or the SoR.</li> <li>Delays from the selected service provider or the SoR present a distinct time-based risk. This should be factored into planning cycles and reporting mechanisms.</li> <li>Unrealistic project time frame not acceptable</li> <li>Organisational constraints such as bureaucratic processes.</li> </ol>		

<ul style="list-style-type: none"> <li>• <b><u>Outputs</u></b></li> </ul> <p>Conducting of Moderator training, which should be as follows:</p> <ol style="list-style-type: none"> <li>Training of 35 Moderators during the period of four (4) months.</li> <li>Conducting the training in groups of a maximum of 10 per class.</li> <li>Oversee the compilation of portfolios of evidence.</li> <li>Assess the portfolios of evidence</li> <li>Moderate the portfolios of evidence</li> <li>Certify the Moderators.</li> <li>Provide learners with Moderator training materials.</li> </ol>		
<ul style="list-style-type: none"> <li>• <b><u>Outcomes</u></b></li> </ul> <p>The expected outcomes of the programme are:</p> <ol style="list-style-type: none"> <li>A sustainable training intervention that will be administered to TFR students by the Service Provider.</li> <li>Increased competence and number of Moderators to service line management.</li> </ol>		
<ul style="list-style-type: none"> <li>• <b><u>Competencies and Expertise Required</u></b></li> </ul> <p>The preferred service provider should meet the following:</p> <ol style="list-style-type: none"> <li>Proven track record in Moderator training</li> <li>Knowledge of legislation: the National Qualifications Framework (NQF), the South African Qualifications Authority (SAQA) and the Skills Development etc.</li> <li>Knowledge of Education, Training and Development Practitioners' (ETDP) environment and registered with the relevant Sector Education and Training Authority (SETA).</li> <li>Knowledge of both formative and summative assessment methods, using a range of methodologies.</li> <li>Knowledge of relevant computer systems and appropriate software is desirable.</li> <li>Proven competence in new educational and communication technologies.</li> <li>The ability in creativity and innovation.</li> <li>The ability to deliver within tight frames.</li> <li>Understanding the Railway environment would be an added advantage</li> <li>Knowledge of Railway Safety Regulator and the safety issues, in the railway environment is key.</li> <li>The selected service provider needs to be accredited with TETA and QCTO to provide Moderator training.</li> </ol>		

<ul style="list-style-type: none"> <li>• <b><u>Reporting</u></b></li> </ul> <p>The service provider will submit a bi-weekly progress report in hard copy and electronic format in a template provided by the SoR. All documents submitted by service providers will include the service provider's name, project title, date of draft and draft number.</p>		
<ul style="list-style-type: none"> <li>• <b><u>Final Report</u></b></li> </ul> <p>At the end of the contract, the service provider shall provide a final report covering the entire assignment period. The final report will include, inter alia, lessons learned and recommendations on the further implementation of the project, as well as suggested measures for future upgrading, enhancement and improvement of the training material, as indicated in SoR's prescribed format that will be provided to the successful provider.</p>		
<ul style="list-style-type: none"> <li>• <b><u>Submission and Approval of Reports</u></b></li> </ul> <p>All reports and submissions must be supported by original invoices, together with all the relevant documentation required. All reports and documents needed for the finalisation of payment should be forwarded to the SoR. The Senior Manager: Curriculum Development and Assessments must certify and approve the documents before payment can be made. Payment will be effected electronically within 30 days after certification of documents by both the Curriculum Development Manager and Curriculum Review Committee, of which the Manager: Assessments would act as Chair. All reports must be issued in triplicate. The final report must also be made available electronically.</p>		
<ul style="list-style-type: none"> <li>• <b><u>Definition of Indicators</u></b></li> </ul> <p>The above-mentioned objectives and outputs/outcomes should be reflected in the relevant reports, and this will serve as performance indicators for monitoring and evaluation.</p>		
<ul style="list-style-type: none"> <li>• <b><u>Work and management arrangements</u></b></li> </ul> <p>Work and management arrangements will be as follows:</p> <ol style="list-style-type: none"> <li>a) The SoR and specifically the Assessment department, will monitor and evaluate the work of the service provider according to an agreed work plan.</li> <li>b) The Terms of Reference (TOR) are issued and will be used as informing the agreement to be entered into with the service provider.</li> <li>c) The activities necessary for the implementation of this programme will be co-ordinated by the SoR. Each milestone achieved in this assignment will be approved by SoR, before the next step is implemented.</li> </ol>		

<p>d) SoR reserves the right to evaluate the progress and outcome of the project as well as the quality of the services provided by the service provider.</p> <p>e) Bi-weekly management meetings will be held to review progress in training facilitation.</p> <p>f) In the event of non-compliance of any conditions or poor performance by the service provider, the SoR reserves the right to take whatever reasonable remedial action it may deem necessary to remedy the non-compliance.</p> <p>g) The contract shall be entered into with the successful and appointed service provider and will form the basis of agreement between the SoR and the service provider. The contract shall mirror the contents of these Terms of Reference.</p>		
<p>• <b><u>BUDGET</u></b></p> <p>a) Budgets presented for the facilitation of the Moderator training programme must be VAT exclusive.</p> <p>b) It is expected that the service provider's quotation and proposal will give a budget breakdown of costed activities.</p> <p>c) Payments for work done shall be made to the service provider by the SoR per deliverable as work is done and approved into the required standard.</p> <p>d) The SoR will not be liable for payments for logistics in respect of workshop venues and catering, as well as the printing of learning.</p> <p>e) A payment schedule, together with all delivery requirements associated with the release of payments will be agreed upon up-front between Transnet Freight Rail and the successful provider (<i>note that Transnet Freight Rail will not pay any amounts in advance</i>).</p>		
<p>• <b><u>Time Frame</u></b></p> <p>This assignment will be deemed completed within the agreed time of the project duration.</p>		
<p>• <b><u>COPYRIGHT</u></b></p> <p>Copyright for the training material is vested in Transnet and the Transnet logo should appear on all documentation in line with Transnet branding specifications.</p>		
<p>• <b><u>REPRESENTATION</u></b></p> <p>Any service provider appointed to facilitate the programme, will do so for and on behalf of the School</p>		

of Rail. He/she will act as a representative of the School of Rail, and will do anything reasonable to promote SoR's programmes, image and best interest.		
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**PREVIEW TEXT**

Provision of Moderator Training at School of Rail with Learning Material included at Esselen Park for the period of four (4) months.



**ANNEXURE E**  
**PRICE SCHEDULE**

Unit Standard - 115759

Level - 6

Credits - 10

Learners - 35

I / We quote as follows for the services required, on a "delivered nominated destination" basis, including Vat:

Description	Price per Learner per Day	Price for 10 learners per class	Total Price for 35 learners for 4 months
Train Moderator			
Portfolio of Evidence			
Assess Portfolio of Evidence			
Moderate Portfolio of Evidence			
Certify the Moderator			
Training Material			
Total Amount Excluding Vat			
Total Amount Including Vat			

**Travel Costs**

Rate per Kilometer (KM)/Day	Rate per Kilometer (KM) / month	Total Rate (KM) for Period of four (4) months



## **ANNEXURE D**

### **Instructions on how to register for CSD (Central Supplier Data Base)**

In terms of paragraph 5.6 of the NATIONAL TREASURY SCM INSTRUCTION NO 4 OF 2017/2017, which became effective on 1 May 2016, Transnet may invite only RFQs from any supplier after verifying that the supplier is registered as prospective suppliers on the National Treasury Central Supplier Database.

Please follow the following steps to register your company on the National Treasury Central Supplier Database and confirm your registration by forwarding us with your National Treasury "MA" reference number.

- Step 1: Access the CSD site on <https://secure.csd.gov.za/>
- Step 2: Register a new CSD account <https://secure.csd.gov.za/Account/Register>
- Step 3: Receive an activation email and click activate account
- Step 4: Activate account by requesting and entering the OTP
- Step 5: Log in the CSD
- Step 6: Complete supplier identification information
- Step 7: Complete contact information
- Step 8: Complete address information
- Step 9: Complete bank account information
- Step 10: Complete tax information
- Step 11: Complete directors/members information (if non-CIPC company)
- Step 12: Complete associations (if relevant)
- Step 13: Complete commodities information
- Step 14: Complete B-BBEE information (future phase)
- Step 15: Maintain users
- Step 16: Complete notification information
- Step 17: Complete product listings
- Step 18: Click on submit
- Step 19: A CSD supplier number and unique registration reference number is auto-generated and communicated