TRANSNET

**TRANSNET FREIGHT RAIL**, a division of

**TRANSNET SOC LTD**

Registration Number 1990/000900/30

[Hereinafter referred to as **Transnet**]

# REQUEST FOR QUOTATION [RFQ] No CRAC-JHB 16572

**FOR THE PROVISION OF: OFFICE CLEANING, GARDENING AND WEED CONTROL SERVICES AT SANNIESHOF, SWEITZER RENEKE AND VRYBURG FOR A PERIOD OF TWENTY FOUR (24) MONTHS.**

| | | |
|---|---|---|
| **ISSUE DATE** | : | **11 FEBRUARY 2015** |
| **BRIEFING DATE** | : | **19 FEBRUARY 2015** |
| **BRIEFING TIME** | : | **10:00** |
| **VENUE** | : | **BLOEMHOF** |

**FOR DIRECTIONS CONTACT: Frans Nxumalo 011 773-6696/0837034110**

| | | |
|---|---|---|
| **CLOSING DATE** | : | **03 MARCH 2015** |
| **CLOSING TIME** | : | **10:00** |
| **OPTION DATE** | : | **03 JUNE 2015** |

**PLEASE BRING YOUR SAFETY SHOES, REFLECTIVE VEST AND A VALID TENDER DOCUMENT ON THE DAY OF THE BRIEFING OTHERWISE YOU WILL NOT BE ALLOWED TO GO TO SITE**

**ON CLOSING DATE PLEASE SUBMIT TWO (2) DOCUMENTS ORIGINAL & COPY IN ONE ENVELOPE IT MUST BE INSCRIBED ON THE OUTSIDE WITH THE TENDER NUMBER AND THE CLOSING DATE.**

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## SECTION 1

## RFQ NUMBER CRAC-JHB-16572

**FOR THE PROVISION OF: OFFICE CLEANING, GARDENING AND WEED CONTROL SERVICES AT SANNIESHOF, SWEITZER RENEKE AND VRYBURG FOR A PERIOD OF TWENTY FOUR (24) MONTHS.**

## NOTICE TO BIDDERS

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

| | |
|---|---|
| **METHOD:** | [By hand or courier] |
| **CLOSING VENUE:** | The Secretary, Transnet Freight Rail, Acquisition Council, and Tender Box on the Ground floor, Inyanda House 1, 21 Wellington Road, and Parktown. |

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### 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. Transnet will accordingly allow a "preference" to companies who provide a valid B-BBEE Verification Certificate. All procurement transactions will be evaluated accordingly.

#### 2.1 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 Goods or Services.
- The 80/20 preference point system applies where the acquisition of the Services will be less than R1 000 000.00.
- If the 80/20 preference point system is stipulated and all Bids received exceed R1 000 000.00, the RFQ will be cancelled.
- The 80/20 preference point system applies where acquisition of the Services will exceed R1 000 000.00
- If the 90/10 preference point system is stipulated and all Bids received are equal to or below R1 000 000.00, the RFQ will be cancelled.
- In this RFQ, Transnet will apply **80/20** preference point system prescribed in the PPPFA.

In compliance with the Government Gazette No 34612, Notice No. 754 dated 23 September 2011, as from 1 October 2011 valid B-BBEE Verification Certificates must be issued by:

(i) Verification Agencies accredited by the South African National Accreditation System [SANAS]; or

(ii) Registered Auditors approved by the Independent Regulatory Board of Auditors [**IRBA**], in accordance with the approval granted by the Department of Trade and Industry.

Enterprises will be rated by such agencies 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 [Statement 000, Section 4], any enterprise with 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 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 or accounting officer or a certificate from a Verification Agency accredited by SANAS. The certificate must confirm the company's turnover, black ownership / black female ownership, B-BBEE status level and validity date.

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

Transnet will accordingly allocate a maximum of **20 [twenty] points** in accordance with the **80/20** 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. *[Refer **Annexure A- B-BBEE Preference Points Claim Form** for further details].*

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.

## 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: Esther Tyam

Telephone: 011 584 0821

Email: esther.tyam@transnet.net

Respondents may also, at any time after the closing date of the RFQ, communicate with the Secretariat of the Transnet Acquisition Council on any matter relating to its RFQ response:

Telephone 011 544 9486

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Email prudence.nkabinde@transnet.net

The briefing session is compulsory and companies not attending **will be overlooked** during the tender awarding process.

**4 Tax Clearance**

**The Respondent's original valid Tax Clearance Certificate must accompany the Quotation. Failure to provide this document with the RFQ submission will result in disqualification.**

**5 VAT Registration**

The valid VAT registration number must be stated here: _____ *[if applicable]*.

**6 Legal Compliance**

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

**7 Changes to Quotations**

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

**8 Pricing**

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

**9 Prices Subject to Confirmation**

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

**10 Negotiations**

Transnet reserves the right to undertake post-tender negotiations with selected Respondents or any number of short listed Respondents.

**11 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.

**12 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;
- 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; or
- make no award at all.

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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 below whether or not they have been found guilty of a serious breach of law during the past 5 [five] years:

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.

**13 Evaluation Criteria**

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

**Administrative responsiveness - Completeness of response and returnable documents**

- Letter of good standing

**Substantive responsiveness - Completeness of response and returnable documents- Mandatory Documents**

- Statutory labourers minimum salary wage
- Fit for purpose standard chemicals,
- Completion of she questionaire

**<u>Phase 1</u>: pre-qualification Functionality- (Mandatory Documents)**

- Compliance to specification (quote all the item numbers)

**Bidders who fail to provide the above mentioned documents will be disqualified and not proceed to the phase 2 of the evaluation. Bidders who will provide all the above mentioned required documents will proceed to Pricing and BEE phase (phase 2).**

**<u>Phase 2:</u> COMMERCIAL (**80/20 in respect of price and preference claimed points)

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Pricing and price basis [firm] - whilst not the sole factor for consideration, competitive pricing and overall level of unconditional discounts[1] will be critical

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 below:

| B-BBEE Status Level of Contributor | Number of points (80/20 system) |
|---|---|
| 1 | **20** |
| 2 | **18** |
| 3 | **16** |
| 4 | **12** |
| 5 | **8** |
| 6 | **6** |
| 7 | **4** |
| 8 | **2** |
| Non-compliant contributor | **0** |

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## 14 Validity Period

Transnet desires a validity period of 90 [ninety] days from the closing date of this RFQ.

This RFQ is valid until **03 JUNE 2015**

## 15 Banking Details

BANK: _____

BRANCH NAME / CODE: _____

ACCOUNT HOLDER: _____

ACCOUNT NUMBER: _____

## 16 Company Registration

Registration number of company / C.C. _____

Registered name of company / C.C. _____

## 17 Disclosure of Prices Quoted

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

YES ☐ NO ☐

## 18 Returnable Documents

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

a) Respondents are required to submit with their Quotations the **mandatory Returnable Documents**, as detailed below.

[1] *Only unconditional discounts will be taken into account during evaluation. A discount which has been offered conditionally will, despite not being taken into account for evaluation purposes, be implemented when payment is effected.*

***Failure to provide all these Returnable Documents at the Closing Date and time of this RFQ will result in a Respondent's disqualification. Respondents are therefore urged to ensure that all these Documents are returned with their Quotations.***

All Sections, as indicated in the footer of each page, must be signed, stamped and dated by the Respondent. Please confirm submission of these mandatory Returnable Documents by so indicating [Yes or No] in the table below:

| Returnable Documents | Submitted [Yes or No] |
|---|---|
| SECTION 2 : Quotation Form | |
| - Original valid Tax Clearance Certificate [Consortia / Joint Ventures / Sub-contractors must submit a separate Tax Clearance Certificate for each party] | |

b) 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.***

All Sections, as indicated in the footer of each page, must be signed, stamped and dated by the Respondent. Please confirm submission of these essential Returnable Documents by so indicating [Yes or No] in the table below:

| Returnable Documents | Submitted [Yes or No] |
|---|---|
| SECTION 1 : Notice to Bidders | |
| - Valid B-BBEE Verification Certificate [RSA Large Enterprises and QSEs] Note: failure to provide a valid B-BBEE Verification Certificate at the closing date and time of the tender will result in an automatic score of zero being allocated for B-BBEE scorecard | |
| - Valid B-BBEE certificate from auditor, accounting officer or SANAS accredited Verification Agency [RSA EMEs]<br>Note: failure to provide a valid B-BBEE Verification Certificate at the closing date and time of the tender will result in an automatic score of zero being allocated for B-BBEE scorecard | |
| - In the case of Joint Ventures, a copy of the Joint Venture Agreement or written confirmation of the intention to enter into a Joint Venture Agreement | |
| - SECTION 3 : Standard Terms and Conditions of Contract for the Supply of Services to Transnet | |
| SECTION 4 : Vendor Application Form | |
| - Original cancelled cheque or bank verification of banking details | |
| - Certified copies of IDs of shareholder/directors/members [as applicable] | |
| - Certified copy of Certificate of Incorporation [CM29/CM9 name change] | |
| - Certified copy of share certificates [CK1/CK2 if C.C.] | |
| - Entity's letterhead | |
| - Certified copy of VAT Registration Certificate [RSA entities only] | |
| - Certified copy of valid Company Registration Certificate [if applicable] | |

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| Returnable Documents | Submitted [Yes or No] |
|---|---|
| - Valid letter of good standing issued by compensation commissioner | |
| - A signed letter from Respondent's auditor or accountant confirming most recent annual turnover figures | |
| ANNEXURE A – B-BBEE Preference Points Claim Form<br><br>ADDITIONAL DOCUMENTS: **Mandatory Documents**<br><br>• Letter of good standing<br>• Completion of the SHE management questionnaire<br><br>**Mandatory Documents**<br>• Compliance to specification (clause by clause statement)<br>• Statutory labourers minimum salary wage | |
| | |

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**NB: FAILURE TO OBSERVE ANY OF THE AFOREMENTIONED REQUIREMENTS MAY RESULT IN A QUOTATION BEING REJECTED**

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## COMPANY INFORMATION

19. STATEMENT OF WORK (S) SUCCESSFULLY CARRIED OUT BY THE TENDERER:

- Tenderers are to advise which other companies have they successfully provided or are currently providing similar services.

| Service Description | For whom done | Period | Contact person and Telephone or Cell number |
|---|---|---|---|
| | | | |
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## SECTION 2

## RFQ NUMBER CRAC-JHB-16572

**FOR THE PROVISION OF: OFFICE CLEANING, GARDENING AND WEED CONTROL SERVICES AT SANNIESHOF, SWEITZER RENEKE AND VRYBURG FOR A PERIOD OF TWENTY FOUR (24) MONTHS.**

### RFQ SITE MEETING

**A COMPULSORY INFORMATION MEETING WILL BE HELD AT THE FOLLOWING VENUE:**

Venue : **BLOEMHOF**

Time : **10H00**

Date : **19 FEBRUARY 2015**

The briefing session and site inspection meeting are compulsory and companies not attending **will be overlooked** during the tender awarding process.

2.1 **ATTENDANCE CERTIFICATE0**

This is to certify that.....

Representative/s of .....

Has/have today attended the Tender briefing in respect of the proposed:

- .....

TRANSNET'S REPRESENTATIVE

DATE :.....

.....

TENDERER'S REPRESENTATIVE

DATE :.....

3. **VERY IMPORTANT**

ANY TENDERER NOT ATTENDING THE INFORMATION MEETING WILL AUTOMATICALLY BE EXCLUDED FROM THE BUSINESS AWARDING PROCESS

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## SECTION 3

## RFQ NUMBER CRAC-JHB-16572

**FOR THE PROVISION OF: OFFICE CLEANING, GARDENING AND WEED CONTROL SERVICES AT SANNIESHOF, SWEITZER RENEKE AND VRYBURG FOR A PERIOD OF TWENTY FOUR (24) MONTHS.**

### 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 Terms and Conditions for the Supply of Goods or Services to Transnet [Section 3 hereof]; 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.

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## STATUTORY LABOURERS MINUMUM SALARY WAGE (CLEANING)

### Detailed Breakdown of costs

| Description | Calculation | Per month |
|---|---|---|
| Cleaner (basic salary) | | |
| Annual bonus | | |
| UIF | | |
| COID | | |
| Provident Fund | | |
| Annual leave | | |
| Sick pay | | |
| Family responsibility | | |
| NCCA | | |

**Total amount per cleaner** R _____ per month (all above costs inclusive)

| | | |
|---|---|---|
| **_____ x cleaners at R _____ per cleaner (all costs above inclusive)** | | |
| **Supervisor salary per month (all costs above inclusive)** | | |
| **Total Labour per month (all costs above inclusive)** | | |

### Total bid value over a period of 24 months

| | | |
|---|---|---|
| Total Labour (all labour related costs inclusive) | | |
| Consumables, Chemicals and equipment | | |
| Toilet paper | | |
| Uniforms, name tags and safety clothing | | |
| Training | | |
| Admin or any other costs | | |
| Profit/Margin | | |
| **TOTAL BID VALUE EXCLUDING VAT** | | |
| **VAT** | | |
| **TOTAL BID VALUE INCLUSIVE VAT** | | |

Company Name: _____

Contact person: _____

Tel: _____

Date: _____

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**STATUTORY LABOURERS MINUMUM SALARY WAGE (GARDENING)**

## Detailed Breakdown of costs

| Description | Calculation | Per month |
|---|---|---|
| Cleaner (basic salary) | | |
| Annual bonus | | |
| UIF | | |
| COID | | |
| Provident Fund | | |
| Annual leave | | |
| Sick pay | | |
| Family responsibility | | |
| NCCA | | |

**Total amount per gardener** R _____ per month (all above costs inclusive)

| | | |
|---|---|---|
| **_____ x gardners at R _____ per cleaner (all costs above inclusive)** | | |
| **Supervisor salary per month (all costs above inclusive)** | | |
| **Total Labour per month (all costs above inclusive)** | | |

## Total bid value over a period of 24 months

| | | |
|---|---|---|
| Total Labour (all labour related costs inclusive) | | |
| Consumables, Chemicals and equipment | | |
| Toilet paper | | |
| Uniforms, name tags and safety clothing | | |
| Training | | |
| Admin or any other costs | | |
| Profit/Margin | | |
| **TOTAL BID VALUE EXCLUDING VAT** | | |
| **VAT** | | |
| **TOTAL BID VALUE VAT** | | |

Company Name: _____

Contact person: _____

Tel: _____

Date: _____

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## Price Schedule

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

| Item no | Description of Goods/Services | Unit of Measure | Quantity | Unit Price (ZAR) |
|---|---|---|---|---|
| 1. | Office Cleaning Services | | | |
| 2. | Gardening and Weed Control Services | | | |
| 3. | | | | |

**OFFICE CLEANING, GARDENING AND WEED CONTROL SERVICES AT SANNISHOF SWEITZER RENECKER AND VRYBURG FOR A PERIOD OF TWENTY FOUR (24) MONTHS.**

a) All Prices must be quoted in South African Rand, exclusive of VAT

b) 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.

c) 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.

**Delivery Lead-Time from date of purchase order: _____ [days/weeks]**

**Notes to Pricing:**

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**SECTION 4**

**RFQ NUMBER CRAC-JHB-16572**

**FOR THE PROVISION OF: OFFICE CLEANING, GARDENING AND WEED CONTROL SERVICES AT SANNIESHOF, SWEITZER RENEKE AND VRYBURG FOR A PERIOD OF TWENTY FOUR (24) MONTHS.**

# SCOPE OF WORK

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TRANSNET freightrail

## GENERAL SPECIFICATION FOR THE CLEANING OF BUILDINGS AND GARDENING

**STATION:** SANNIESHOF

**DEPOT:** **INFRASTRUCTURE**

| ASSET | DESCRIPTION | SIZE | OFFICE CLEAN (PRICE) | GARDENING (PRICE) |
|---|---|---|---|---|
| 02AD231K | Office | ±79m² | | |
| 02AD233K | Gas Store | ±11m² | | |
| 02ND021K | Store | ±31m² | | |
| 03ND021K | Fuel Cabin | ±14m² | | |

**CONTACT DETAILS:** Daniel Ludick
053 838-2108

**STATION:** SCHWEIZER REINEKE

**DEPOT:** **INFRASTRUCTURE**

| ASSET | DESCRIPTION | SIZE | OFFICE CLEAN (PRICE) | GARDENING (PRICE) |
|---|---|---|---|---|
| 02AE014K | OFFICE | ±43m² | | |

**CONTACT DETAILS:** Daniel Ludick
053 838-2108

**STATION:** VRYBURG

**DEPOT:** **INFRASTRUCTURE**

| ASSET | DESCRIPTION | SIZE | OFFICE CLEAN (PRICE) | GARDENING (PRICE) |
|---|---|---|---|---|
| 02AE097K | GARAGE | ±151m² | | |
| 02AE098K | WORKSHOP | ±519m² | | |

| | | | | |
|---|---|---|---|---|
| 02AE099K | RESTROOM | ±34m² | | |
| 02PE150K | STORE | ±33m² | | |
| 03NE008K | GAS STORE | ±3m² | | |

**CONTACT DETAILS:** Daniel Ludick
053 838-2108

**STATION:** VRYBURG

**DEPOT:** **INFRASTRUCTURE TELECOMMS**

| ASSET | DESCRIPTION | SIZE | OFFICE CLEAN (PRICE) | GARDENING (PRICE) |
|---|---|---|---|---|
| 02ME007K | Hall | ±27m² | | |
| 02YE019K | Garage | ±42m² | | |
| 02YE020K | Test room | ±61m² | | |

**CONTACT DETAILS:** John van Rooyen
053-838-2221

**Any queries concerning work, please contact above person**

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**SCOPE OF WORK**

**AREAS TO BE CLEANED**

(A) Main Entrance / Security / Ablution / Reception Area and surrounding depot area
(B) Stairs and Landings (service and main stairs)
(C) Offices and passages (including boardrooms, store rooms, etc.)
(D) Lift Foyers
(E) Toilets: Ladies / Gents
(F) Kitchens
(G) Entertainment areas / Lapa's
(H) Lifts
(I) Windows
(J) Parking area
(K) Surrounding area (at main entrance) and garden area
(L) Lobby's on floors outside windows
(M) Store rooms
(N) Gardening

**DUTIES** (all floors / areas where applicable)

**1. DUSTING (OFFICES AND PASSAGES)**

(A) CARPETS

| | | |
|---|---|---|
| | Vacuum | Weekly |

| | |
|---|---|
| Spot Clean | As necessary |
| Steam clean / wash carpets | Twice yearly |

(B) OFFICE FURNITURE

| | |
|---|---|
| Vacuum (cloth chairs) | Weekly |
| Spot clean | As necessary |
| Steam clean / wash cloth of furniture | As necessary |

(C) OTHER

| | |
|---|---|
| Clean all telephone and disinfect | Daily |
| Dust all high ledges and fittings | Weekly |
| Dust all horizontal surfaces (low level) | Daily |
| Dust all vertical surfaces (walls, cabinets, etc. to the height of 2 meters | Weekly |
| Dust all windows / ledges / walls | Weekly |

**2. WASTE DISPOSAL (OFFICES, KITCHENS AND TOILET)**

| | |
|---|---|
| Empty and clean all ashtrays | Daily |
| Empty and clean all waste baskets and receptacles | Daily |
| Remove all waste from premises | Daily |

**3. WALLS / DOORS AND PAINTWORK / WALL PAPER**

| | |
|---|---|
| Spot clean all low surfaces (finger marks, etc) | Daily |
| Washing of walls (top to bottom) | Quarterly |

**4. GLASS DOOR AND METAL WORK**

| | |
|---|---|
| Spot clean main entrance glass door | Weekly |
| Clean or polish all bright metal fittings to doors / frames | Weekly |

**5. ENTRANCE FOYER / RECEPTION / RECEPTION OFFICE / LOBBY'S**

| | |
|---|---|
| Sweep entrance foyer and entrance | Daily |

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| | |
|---|---|
| Clean door mats and dust blinds | Daily |
| Damp clean counter tops | Daily |
| Damp mop | Daily |
| Machine buff | Daily |
| Clean up Lobby's outside windows | Daily |

## 6. TOILETS

| | |
|---|---|
| Empty and clean all waste receptacles | Daily |
| Clean and saitise all W.C. bowls, basins, urinals /-outlets | Daily |
| Clean all mirrors | Daily |
| Damp mop floors with disinfectant | Daily |
| Clean all metal fittings | Daily |
| Spot clean wall tiles, doors W.C. partitions | Daily |
| Treat against staining, fungal and bacterial growth | Quarterly |
| Replenish toilet paper (double ply) | Daily |
| Wipe clean hand dryers and all other fixed services | Daily |

## 7. WINDOW CLEANING

| | |
|---|---|
| Clean interior faces of all windows (low & high) | Quarterly |
| Clean exterior faces of all windows (low & high) | Quarterly |
| Clean main entrance foyer glass window internally & externally | Weekly |

## 8. VERTICAL BLINDS

| | |
|---|---|
| Dust | Daily |
| Wash | Quarterly |

## 9. MISCELLANEOUS

| | |
|---|---|
| Polish desk and office furniture | Weekly |

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| | |
|---|---|
| Material covered furniture to be vacuumed | Weekly |
| Materal covered furniture to be steam cleaned | As necessary |
| Clean all Gully's and Gutters | As necessary |

**10. KITCHENS**

| | |
|---|---|
| Floors to be damp mopped | Daily |
| Sinks to be cleaned | Daily |
| Cupboard to be damp wiped | Daily |
| Cupboard to be washed (inside) | Quarterly |
| Wipe clean all electrical equipment and or other | Daily |

**11. Lifts**

| | |
|---|---|
| Floors mats to be removed and cleaned | Weekly |
| Walls and fittings to be cleaned | Daily |
| Surface refuse from floors to be removed | Daily |
| Door / door frames (internal & external to be damp cleaned) | Daily |
| Ceiling grids to be dusted | Daily |

**12. ALL PARKING AREAS / RAMP / GUARD HOUSE & OUT BUILDINGS**

| | |
|---|---|
| All surface refuse to be removed | Daily |
| Sweep around buildings | Daily |

**13. EXTERNAL AREA AT MAIN ENTRANCE & VARIOUS ASSEMBLY POINTS**

| | |
|---|---|
| All surface refuse to be removed | Daily |
| Area to be swept | Daily |
| Garden area to be kept clean & neat where necessary | Daily |

**14. ENTERTAINMENT AREAS / BARS AND LAPAS (INSIDE & OUTSIDE)**

| | |
|---|---|
| Floor to be vacuumed / damp mopped | Weekly |

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| | |
|---|---|
| Surface refuse to be removed | Daily |
| Sink's to be cleaned | Daily |
| Counter tops / bar tops to be damp wiped | Daily |
| Area to be swept | Daily |
| Garden area to be cleaned and grass cut | Weekly |

**15. GARDEN SERVICE**

| | |
|---|---|
| Grass to be cut and trimmed in and around premises (entire area within fenced area (including 2m outside perimeter fence) and 5m around stand alone buildings) | Weekly |
| Flower beds to be kept neat and clean | Weekly |
| Trees to be pruned | As required |
| Rough cutting | As required |
| Contractor to supply lawn movers, weed-eater / brush cutter, garden tools and PPE | As required |
| All garden refuse (leaves, etc.) to be removed by contractor | As required |

**16. STAIRS / LANDINGS / BALUSTRADES**

| | |
|---|---|
| Floors to be vacuumed / swept | Daily |
| Ceramic Floors to be damp mopped | Daily |
| Wall panels to be damp wiped | Daily |

**17. LIFT FOYER**

| | |
|---|---|
| Floors to be vacuumed | Daily |
| Ceramic floors to be damp mopped | Daily |
| Wall panels to be damp wiped | Daily |

**18. SUPERVISION**

| | |
|---|---|
| Full time supervision to be provided by Contract | Daily |

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| | | |
|---|---|---|
| ➡ | Quality Control will be done by client on site (sign job cards) | Weekly |
| ➡ | Safety file to be on site and to consist of the following: | |
| ★ | Risk Assessment and Safety Plan | |
| ★ | Written Safe Work Procedures and Job Observations | |
| ★ | Valid Appointment letters (First Aid / Pest Control / SHE Reps) | |
| ★ | Valid Certificates (First Aid / Pest Control / SHE Rep / Site Access) | |
| ★ | Recording of IOD Incidents | |
| ★ | Audit and Inspection of all machinery | |
| ★ | Minutes of Meetings | |
| ★ | Register of Personal Protective Equipment | |
| ★ | Training Certificates for all employees | |
| ★ | General issues | |
| ★ | Valid Letter of Good Standing | |

**19. EQUIPMENT / MATERIALS / CONSUMABLES**

TO BE PROVIDED / SERVICED BY CONTRACTOR AND DELIVERED TIMEOUSLY

- ★ Vacuum cleaners
- ★ Polishers
- ★ Brooms
- ★ Mops
- ★ All Cleaning Chemicals (properly marked)
- ★ Consumables e.g. toilet paper of an acceptable standard (double ply)
- ★ Buckets
- ★ Necessary sign boards (e.g. floor Wet / Slippery, etc.)
- ★ Contractor to conform with all Safety Requirements including Safety, Health, Environment (SHE) Induction for Contractors as specified by Transnet Freight Rail (copy enclosed)

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★ Consumables e.g. cleaning chemicals be in an acceptable standard meaning **SABS** approved of equivalent.

**NB**: All cleaning chemicals and cleaning machinery to be supplied by the cleaning company and clearly marked by the contractor.

**NB**: All equipment to be kept in a good and safe condition at all times and to comply with all safety regulations including all extention cords, etc.

★ Toilet Area's are not be used as change rooms. Cleaning of equipment will not be allowed in toilet / kitchen areas

★ Disposal of dirty water to be deposited directly into toilet pans, toilet areas to be cleaned after work has been completed or minimum twice daily.

## 20. CLEANING OF DISHES

★ All dishes to be cleaned in all areas. Contractor to supply dish washing liquid and dish cloths — Daily

## 21. STAFF REQUIREMENTS / WORKING HOURS

★ Cleaning to commence from Monday to Friday 07:00 to 16:00 **(times can be altered due to emergency requirements)**

★ Areas to be cleaned Saturday & Sunday will be identified

★ Site Book to be kept at each depot to recored working hours of employees and to record complaints

## 22. UNIFORM CLOTHING

★ The Contractor shall at all times ensure that all cleaning staff has been provided with all necessary protective clothing, e.g. gloves, shoes, masks, etc.

★ All cleaning staff to be identifiable with (visible) identification at all times

## 23. TERMS OF CONTRACT

★ Two (2) year period: 01 June 2015 - 31 May 2017

## 24. PAYMENT

**ACCREDITED BEE SUPPLIERS**

The following payment terms shall apply

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- All suppliers shall be paid within 30 days from date/receipt of invoice by accounting office, following acceptance of services by Transnet Freight Rail, provided normal procurement procedures have been followed. All suppliers must submit ther BBBEE Certificate.
- A month will be calculated from the 1st of the month to the 30/31st of the month.
- In the event of full staff compliment not available, payment for that specific day will be withheld / decuted.
- Signed register of worked performed to be submitted with the invoice. Noted that the invoice should indicate all buildings (per depot) by using the asset number of the serviced building.
- Register to be signed by Supervisor of the specific area.
- Invoice to be signed by the relevant Manager to indicate that the work was performed to satisfaction before submitting for payment.

## 25. OTHER TRADE SUPPLIERS

- All suppliers are paid within 30 days from month end statement.
- Early settlements are discouraged unless very special circumstances prevail
- Early settlements will only be approved by the Chief Procurement Officer, or his delegate, based on the settlement discount being more advantageous than the financing cost incurred by Transnet Freight Rail.

## 26. BREACH OF CONTRACT

Transnet Freight Rail will be allowed to terminate the contract by giving 30 days notice should the cleaning service not be according to specification and to the client's full satisfaction. This will include non-conformance to all Healt and Safety Standards as required by Transnet Freight Rail.

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## SECTION 5

**FOR THE PROVISION OF: OFFICE CLEANING, GARDENING AND WEED CONTROL SERVICES AT SANNIESHOF, SWEITZER RENEKE AND VRYBURG FOR A PERIOD OF TWENTY FOUR (24) MONTHS.**

### VENDOR APPLICATION FORM

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

1. **Original** cancelled cheque **OR** letter from the Respondent's bank verifying banking details [**with bank stamp]**
2. **Certified** copy of Identity Document(s) of Shareholders/Directors/Members [where applicable]
3. **Certified** copy of Certificate of Incorporation, CM29 / CM9 [name change]
4. **Certified** copy of Share Certificates [CK1/CK2 / CC]
5. A letter on the company's letterhead confirming physical and postal addresses
6. **Original** valid SARS Tax Clearance Certificate
7. **Certified copy** of VAT Registration Certificate
8. **Certified copy** of valid Company Registration Certificate [if applicable]
9. A signed letter from your auditor or accountant confirming most recent annual turnover figures

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## Vendor Application Form

| | | | | | | |
|---|---|---|---|---|---|---|
| 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 email address | | | | | | |
| Company website address | | | | | | |

| | | | |
|---|---|---|---|
| Bank name | | Branch & Branch code | |
| Account holder | | Bank account number | |
| Postal address | | | |

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| | | | | | |
|---|---|---|---|---|---|
| | | | | Code | |
| Physical Address | | | | | |
| | | | | Code | |
| Contact person | | | | | |
| Designation | | | | | |
| Telephone | | | | | |
| Email | | | | | |
| Annual turnover range [last financial year] | < R5 m | | R5 - 35 m | | > R35 m |
| 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 IRP 30 Certificate | | | Yes | | No |
| Main product or services [e.g. Stationery, Consulting] | | | | | |

*Complete B-BBEE Ownership Details:*

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

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

| | |
|---|---|
| Transnet contact person | |
| Contact number | |
| Transnet Operating Division | |

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

| | | | |
|---|---|---|---|
| Name | | Designation | |
| Signature | | Date | |

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## Section 6

## RFQ NUMBER CRAC-JHB-16572

**FOR THE PROVISION OF: OFFICE CLEANING, GARDENING AND WEED CONTROL SERVICES SANNIESHOF, SWEITZER RENEKE AND VRYBURG FOR A PERIOD OF TWENTY FOUR (24) MONTHS.**

### STANDARD TERMS AND CONDITIONS FOR THE SUPPLY OF GOODS OR SERVICES TO TRANSNET

**A Supplier shall be obliged to adhere to the Standard Terms and Conditions for the Supply of Goods and Services to Transnet as expressed hereunder. Should the Respondent find any condition(s) unacceptable, it should indicate which condition(s) is/are unacceptable and offer an alternative(s). A Quotation 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.**

**1 SOLE AGREEMENT**

Unless otherwise agreed in writing, these terms [**Terms** and each **Term**] and Transnet's purchase order(s) [**Order** or **Orders**] represent the only conditions upon which Transnet SOC Ltd [**Transnet**] procures goods or services specified in the Order [collectively, the **Products**] from the person to whom the Order is addressed [**the Supplier**]. Transnet does not accept any other conditions which the Supplier may specify, unless otherwise agreed to by Transnet in writing. In the event of any inconsistency between these Terms and any Order, these Terms shall take precedence.

**C) CONFORMITY WITH ORDER**

Products shall conform strictly with the Order. The Supplier shall not vary the quantities specified and/or the specification, if any, stipulated in the Order, without the prior written consent of Transnet. The Supplier warrants that the Products shall be fit for their purpose and of satisfactory quality.

**D) DELIVERY AND TITLE**

a. The delivery dates and addresses are those in the Order. Time shall be of the essence in respect of the Supplier's obligations under the Order.

b. The Supplier will not be excused for delay in delivery or performance except due to circumstances outside its control and then only subject to the Supplier having notified Transnet in writing on becoming aware of such circumstances. Transnet may terminate an Order, in whole or in part, without incurring any liability to the Supplier if such a delay becomes, in Transnet's absolute opinion, significant.

c. Risk of loss or damage to Products shall pass to Transnet on delivery, and title shall pass to Transnet when payment to the Supplier for the Products has been effected.

d. If on delivery, the Products do not conform to the Order, Transnet may reject the Products and the Supplier shall promptly rectify any defects or in Transnet's opinion, supply appropriate replacement Products at the Supplier's expense within the specified delivery times, without any liability due by Transnet. Products shall be subject to such testing and/or inspection as Transnet may consider necessary.

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## E) PRICE AND PAYMENT

a. Prices specified in an Order cannot be increased. Payment for the Products shall be made by Transnet against an original undisputed invoice(s) [a **Tax Invoice**], supporting documentation and month-end statement from the Supplier. Tax Invoices plus supporting documentation shall be posted to the address shown in the Order.

b. Payment of the Supplier's valid Tax Invoice(s) will be made by Transnet in the South African currency and on the terms stated in the Order, the standard payment terms being 30 [thirty] days from date of receipt by Transnet of a month-end statement, unless otherwise agreed to in writing. Transnet shall arrange for payment of such Tax Invoices and any pre-authorised additional expenses incurred, provided that the authorised expenses are supported by acceptable documentary proof of expenditure incurred [where this is available]. Any amounts due in terms of these Terms shall be paid to the Supplier, taking into account any deduction or set-off and bank charges.

## F) PROPRIETARY RIGHTS LIABILITY

If any allegations should be made or any claim asserted against Transnet that ownership of, or any act or omission by Transnet in relation to Products or any written material provided to Transnet relating to any Products or pursuant to an Order being a violation or infringement of any third party's contractual, industrial, commercial or intellectual property rights including but not limited to any patent, registered design, design right, trade mark, copyright or service mark on any application thereof, the Supplier hereby indemnifies Transnet against and hold it harmless from any and all losses, liabilities, costs, claims, damages and expenses [including any legal fees] arising directly or indirectly from such allegation or claim provided that this indemnity shall not apply where the allegation or claim arises solely as a result of the Supplier following a design or process originated and furnished by Transnet. The Supplier shall either

procure for Transnet the right to continue using the infringing Products; or

modify or replace the Products so that they become non-infringing,

provided that in both cases the Products shall continue to meet Transnet's requirements and any specifications stipulated in the Order. Should neither option be possible, the Supplier may remove, with Transnet's prior written consent, such Products and will pay to Transnet a sum equivalent to the purchase price. If Transnet refuses to give such consent, the Supplier shall have no liability in respect of any continued use of the infringing Products after Supplier's prior written request to remove the same.

## G) PROPRIETARY INFORMATION

All information which Transnet has divulged or may divulge to the Supplier and any information relating to Transnet's business which may have come into the Supplier's possession whilst carrying out an Order, and the existence of the Order, shall be treated by the Supplier as confidential information and shall not, without Transnet's prior written consent, be disclosed to any third party, or be used or copied for any purposes other than to perform the Order. This clause does not apply to information which is public knowledge or available from other sources other than by breach of this Term. Upon request by Transnet, the Supplier shall return all materials issued pursuant to the Order and, pending this, shall protect Transnet's rights in any such materials. Such confidential information shall at all material times be the property of Transnet.

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## H) DEVELOPMENT WORK IN THE PRODUCTION OF PRODUCTS

If the production or provision of any Products involves research and/or development which is wholly or partly funded by Transnet, then all intellectual property or other rights as a result thereof shall be the property of Transnet on creation.

## I) PUBLICITY

The Supplier shall not name Transnet or use its trademarks, service marks [whether registered or not] or Products in connection with any publicity without Transnet's prior written consent.

## J) AFTER SALES SERVICE

The Supplier shall provide replacement parts necessary to ensure the uninterrupted operation of the Products supplied for the duration of the warranty period, from delivery of any particular item of the Products and if requested by Transnet shall make these parts available to a third party maintainer of Transnet's choice at the same price as if the parts had been supplied to Transnet. The Supplier undertakes to provide a maintenance service for Products, should Transnet so request, on terms to be agreed. If the Order so indicates, the Supplier will provide a warranty service for the Products at a level to be agreed with Transnet.

## K) TERMINATION OF ORDER

a. Transnet may cancel an Order in whole or in part at any time upon at least 7 [seven] days' written notice to the Supplier, or when there is a change in control of the Supplier or the Supplier commits any serious breach or any repeated or continued material breach of its obligations under these Terms and/or Order or shall have been guilty of conduct tending to bring itself into disrepute, on written notice to the Supplier when such work on the Order shall stop.

b. Transnet shall pay the Supplier a fair and reasonable price for justified work in progress, where such price reflects only those costs not otherwise recoverable by the Supplier, at the time of termination, and the Supplier shall give Transnet full assistance to check the extent of such work in progress. Payment of such price shall be in full and final satisfaction of any claims arising out of such termination and upon such payment the Supplier shall deliver to Transnet all work, including any materials, completed or in progress. The sum payable to the Supplier under this clause will not in any event exceed the total amount that would have been payable to the Supplier had the Order not been terminated.

c. In the event of termination the Supplier must submit all claims within 2 [two] months of termination after which time claims will only be met in what Transnet considers exceptional circumstances.

d. If the Products are not provided in accordance with an Order, the Order shall be deemed terminated and the Supplier shall compensate Transnet for any costs incurred in obtaining substitute Products or any damage caused due to the failure or delay in the delivery.

## L) ACCESS

The Supplier shall be liable for the acts, omissions and defaults of its personnel or agents who, for the purposes of the Order, shall be treated as if they are the Supplier's employees. The Supplier shall ensure that any such personnel or agents, whilst on Transnet's premises, shall comply with Transnet's health and safety, security and system security rules and procedures as and where required.

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**M) WARRANTY**

The Supplier warrants that it is competent to supply the Products in accordance with these Terms to the reasonable satisfaction of Transnet and that all Products delivered under the Order: (a) conform and comply in all relevant legislation, standards, directives and orders related to *[inter alia]* the supply, manufacture and use of the Products in force at the time of delivery, and to any specifications referred to in the Order; (b) will not cause any deterioration in the functionality of any Transnet equipment; and (c) do not infringe any third party rights of any kind. The Supplier hereby indemnifies Transnet against all losses, liabilities, costs, claims, damages, expenses and awards of any kinds incurred or made against Transnet in connection with any breach of this warranty.

**N) INSOLVENCY**

If the Supplier shall have a receiver, manager, administrator, liquidator or like person appointed over all or any part of its assets or if the Supplier compounds with its creditors or passes a resolution for the writing up or administration of the Supplier, Transnet is at liberty to terminate the Order or Orders forthwith, or at its option, to seek performance by any such appointed person.

**O) ASSIGNMENT**

The Supplier shall not assign its obligations under an Order without Transnet's prior written consent, which consent shall not be unreasonably withheld or delayed.

**P) NOTICES**

Notices under these Terms shall be delivered by hand to the relevant addresses of the parties in the Order or may be served by facsimile or by email in which event notice shall be deemed served on acknowledgement of receipt by the recipient.

**Q) LAW**

Orders shall be governed by and interpreted in accordance with South African law and any disputes arising herein shall be subject to South African arbitration under the rules of the Arbitration Foundation of South Africa, which rules are deemed incorporated by reference in this clause. The reference to arbitration shall not prevent Transnet referring the matter to any South African courts, having jurisdiction, to which the Supplier hereby irrevocably submits but without prejudice to Transnet's right to take proceedings against the Supplier in other jurisdictions and/or obtaining interim relief on an urgent basis from a court of competent jurisdiction pending the decision in other courts or from instituting in any court of competent jurisdiction any proceedings for an interdict or any other injunctive relief. If the Supplier does not have a registered office in the South Africa it will at all times maintain an agent for service of process in South Africa and shall give Transnet the name and address of such agent as such may be amended, in writing, from time to time.

**R) GENERAL**

Completion or termination of an Order shall be without prejudice to any Term herein which by its nature would be deemed to continue after completion or termination, including but not limited to clauses f), g), h), i) and m). Headings are included herein for convenience only. If any Term herein be held illegal or unenforceable, the validity or enforceability of the remaining Terms shall not be affected. No failure or delay by Transnet to enforce any rights under these Terms will operate as a waiver thereof by Transnet. All rights and remedies available to either party under these Terms shall be in addition to, not to the exclusion of, rights otherwise available at law.

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**S) COUNTERPARTS**

These Terms and conditions may be signed in any number of counterparts, all of which taken together shall constitute one and the same instrument. Any party may enter into this agreement by signing any such counterpart.

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**By signing this RFQ document, the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with all the conditions governing this RFQ, including those contained in any printed form stated to form part hereof and Transnet SOC Ltd will recognise no claim for relief based on an allegation that the Respondent overlooked any such condition or failed to properly take it into account for the purpose of calculating quoted prices or otherwise.**

SIGNED at _____ on this _____ day of _____ 20___

.....

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE

NAME: _____

DESIGNATION: _____

REGISTERED NAME OF COMPANY: _____

PHYSICAL ADDRESS:

_____

_____

**Respondent's contact person:** *[Please complete]*

| | |
|---|---|
| Name : | |
| Designation | |
| Telephone : | |
| Cell Phone | |
| Facsimile : | |
| Email : | |
| Website : | |

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**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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**SECTION 7**

**RFQ NUMBER CRAC-JHB-16572**

**FOR THE PROVISION OF: OFFICE CLEANING, GARDENING AND WEED CONTROL SERVICES AT SANNIESHOF, SWEITZER RENECKE AND VRYBURG FOR A PERIOD OF TWENTY FOUR (24) MONTHS.**

## NON-DISCLOSURE AGREEMENT

entered into by and between

**TRANSNET SOC LTD**

Registration Number 1990/000900/30

and

_____

Registration Number _____

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TRANSNET

**THIS AGREEMENT is made between**

**Transnet SOC Ltd** [**Transnet**] [Registration No. 1990/000900/30]

whose registered office is at 49th Floor, Carlton Centre, 150 Commissioner Street, Johannesburg 2001,

**and**

_____ **[the Company]** [Registration No _____]

whose registered office is at _____

_____

**WHEREAS**

Transnet and the Company wish to exchange Information [as defined below] and it is envisaged that each party may from time to time receive Information relating to the other in respect thereof. In consideration of each party making available to the other such Information, the parties jointly agree that any dealings between them shall be subject to the terms and conditions of this Agreement which themselves will be subject to the parameters of the Bid Document.

**IT IS HEREBY AGREED**

**1. INTERPRETATION**

In this Agreement:

**1.1 Agents** mean directors, officers, employees, agents, professional advisers, contractors or sub-contractors, or any group member;

**1.2 Bid** or **Bid Document** means Transnet's Request for Information [**RFI**] Request for Proposal [**RFP**] or Request for Quotation [**RFQ**], as the case may be;

**1.3 Confidential Information** means any information or other data relating to one party (the **Disclosing Party**) and/or the business carried on or proposed or intended to be carried on by that party and which is made available for the purposes of the Bid to the other party (the **Receiving Party**) or its Agents by the Disclosing Party or its Agents or recorded in agreed minutes following oral disclosure and any other information otherwise made available by the Disclosing Party or its Agents to the Receiving Party or its Agents, whether before, on or after the date of this Agreement, and whether in writing or otherwise, including any information, analysis or specifications derived from, containing or reflecting such information but excluding information which:

a) is publicly available at the time of its disclosure or becomes publicly available (other than as a result of disclosure by the Receiving Party or any of its Agents contrary to the terms of this Agreement); or

b) was lawfully in the possession of the Receiving Party or its Agents (as can be demonstrated by its written records or other reasonable evidence) free of any restriction as to its use or disclosure prior to its being so disclosed; or

c) following such disclosure, becomes available to the Receiving Party or its Agents (as can be demonstrated by its written records or other reasonable evidence) from a source other than

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the Disclosing Party or its Agents, which source is not bound by any duty of confidentiality owed, directly or indirectly, to the Disclosing Party in relation to such information;

**1.4 Group** means any subsidiary, any holding company and any subsidiary of any holding company of either party; and

**1.5 Information** means all information in whatever form including, without limitation, any information relating to systems, operations, plans, intentions, market opportunities, know-how, trade secrets and business affairs whether in writing, conveyed orally or by machine-readable medium.

## 2. CONFIDENTIAL INFORMATION

**2.1** All Confidential Information given by one party to this Agreement (the **Disclosing Party**) to the other party (the **Receiving Party**) will be treated by the Receiving Party as secret and confidential and will not, without the Disclosing Party's written consent, directly or indirectly communicate or disclose (whether in writing or orally or in any other manner) Confidential Information to any other person other than in accordance with the terms of this Agreement.

**2.2** The Receiving Party will only use the Confidential Information for the sole purpose of technical and commercial discussions between the parties in relation to the Bid or for the subsequent performance of any contract between the parties in relation to the Bid.

**2.3** Notwithstanding clause 2.1 above, the Receiving Party may disclose Confidential Information:

to those of its Agents who strictly need to know the Confidential Information for the sole purpose set out in clause 2.2 above, provided that the Receiving Party shall ensure that such Agents are made aware prior to the disclosure of any part of the Confidential Information that the same is confidential and that they owe a duty of confidence to the Disclosing Party. The Receiving Party shall at all times remain liable for any actions of such Agents that would constitute a breach of this Agreement; or

to the extent required by law or the rules of any applicable regulatory authority, subject to clause 2.4 below.

**2.4** In the event that the Receiving Party is required to disclose any Confidential Information in accordance with clause 0 above, it shall promptly notify the Disclosing Party and cooperate with the Disclosing Party regarding the form, nature, content and purpose of such disclosure or any action which the Disclosing Party may reasonably take to challenge the validity of such requirement.

In the event that any Confidential Information shall be copied, disclosed or used otherwise than as permitted under this Agreement then, upon becoming aware of the same, without prejudice to

**2.5** any rights or remedies of the Disclosing Party, the Receiving Party shall as soon as practicable notify the Disclosing Party of such event and if requested take such steps (including the institution of legal proceedings) as shall be necessary to remedy (if capable of remedy) the default and/or to prevent further unauthorised copying, disclosure or use.

**2.6** All Confidential Information shall remain the property of the Disclosing Party and its disclosure shall not confer on the Receiving Party any rights, including intellectual property rights over the Confidential Information whatsoever, beyond those contained in this Agreement.

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## 3. RECORDS AND RETURN OF INFORMATION

**3.1** The Receiving Party agrees to ensure proper and secure storage of all Information and any copies thereof.

**3.2** The Receiving Party shall keep a written record, to be supplied to the Disclosing Party upon request, of the Confidential Information provided and any copies made thereof and, so far as is reasonably practicable, of the location of such Confidential Information and any copies thereof.

**3.3** The Company shall, within 7 (seven) days of receipt of a written demand from Transnet: return all written Confidential Information (including all copies); and expunge or destroy any Confidential Information from any computer, word processor or other device whatsoever into which it was copied, read or programmed by the Company or on its behalf.

**3.4** The Company shall on request supply a certificate signed by a director as to its full compliance with the requirements of clause 0 above.

## 4. ANNOUNCEMENTS

**4.1** Neither party will make or permit to be made any announcement or disclosure of its prospective interest in the Bid without the prior written consent of the other party.

**4.2** Neither party shall make use of the other party's name or any information acquired through its dealings with the other party for publicity or marketing purposes without the prior written consent of the other party.

## 5. DURATION

The obligations of each party and its Agents under this Agreement shall survive the termination of any discussions or negotiations between the parties regarding the Bid and continue thereafter for a period of 5 (five) years.

## 6. PRINCIPAL

Each party confirms that it is acting as principal and not as nominee, agent or broker for any other person and that it will be responsible for any costs incurred by it or its advisers in considering or pursuing the Bid and in complying with the terms of this Agreement.

## 7. ADEQUACY OF DAMAGES

Nothing contained in this Agreement shall be construed as prohibiting the Disclosing Party from pursuing any other remedies available to it, either at law or in equity, for any such threatened or actual breach of this Agreement, including specific performance, recovery of damages or otherwise.

## 8. PRIVACY AND DATA PROTECTION

**8.1** The Receiving Party undertakes to comply with South Africa's general privacy protection in terms of the Bill of Rights (Section 14) in connection with this Bid and shall procure that its personnel shall observe the provisions of such Act (as applicable) or any amendments and re-enactments thereof and any regulations made pursuant thereto.

**8.2** The Receiving Party warrants that it and its Agents have the appropriate technical and organisational measures in place against unauthorised or unlawful processing of data relating to the Bid and against accidental loss or destruction of, or damage to such data held or processed by them.

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## 9. GENERAL

**9.1** Neither party may assign the benefit of this Agreement, or any interest hereunder, except with the prior written consent of the other, save that Transnet may assign this Agreement at any time to any member of the Transnet Group.

**9.2** No failure or delay in exercising any right, power or privilege under this Agreement will operate as a waiver of it, nor will any single or partial exercise of it preclude any further exercise or the exercise of any right, power or privilege under this Agreement or otherwise.

**9.3** The provisions of this Agreement shall be severable in the event that any of its provisions are held by a court of competent jurisdiction or other applicable authority to be invalid, void or otherwise unenforceable, and the remaining provisions shall remain enforceable to the fullest extent permitted by law.

**9.4** This Agreement may only be modified by a written agreement duly signed by persons authorised on behalf of each party.

**9.5** Nothing in this Agreement shall constitute the creation of a partnership, joint venture or agency between the parties.

**9.6** This Agreement will be governed by and construed in accordance with South African law and the parties irrevocably submit to the exclusive jurisdiction of the South African courts.

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## SECTION 8

## RFQ NUMBER CRAC-JHB-16572

**FOR THE PROVISION OF: OFFICE CLEANING, GARDENING AND WEED CONTROL SERVICES SANNIESHOF, SWEITZER RENEKE AND VRYBURG FOR A PERIOD OF TWENTY FOUR (24) MONTHS.**

### 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 points** preference points shall be awarded for B-BBEE Status Level of Contribution.

1.2 Failure on the part of a Bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System [**SANAS**] or a Registered Auditor approved by the Independent Regulatory Board of Auditors [**IRBA**] or an Accounting Officer as contemplated in the Close Corporation Act [**CCA**] together with the bid will be interpreted to mean that preference points for B-BBEE Status Level of Contribution are not claimed.

1.3 Transnet reserves the right to require of a Bidder, either before a Bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by Transnet.

### 2. GENERAL DEFINITIONS

2.1 **"Applicable taxes"** include value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

2.2 **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

2.3 **"B-BBEE status of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

2.4 **"Bid"** means a written offer in a prescribed or stipulated form in response to an invitation by Transnet for the provision of goods, works or services;

2.5 **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 [Act No. 53 of 2003];

2.6 **"comparative price"** means the price after the factors of a non-firm price and all unconditional discounts that can utilised have been taken into consideration;

2.7 **"consortium or joint venture"** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract;

2.8 **"contract"** means the agreement that results from the acceptance of a bid by Transnet;

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2.9 **"EME"** means any enterprise with an annual total revenue of R5 [five] million or less;

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

2.11 and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

2.12 **"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;

2.13 **"non-firm prices"** means all prices other than "firm" prices;

2.14 **"person"** includes reference to a juristic person;

2.15 "**rand value**" means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;

2.16 **"subcontract"** means the primary contractor's assigning or leasing or making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract;

2.17 **"total revenue"** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Empowerment Act and promulgated in the Government Gazette on 9 February 2007;

2.18 **"trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and

2.19 **"trustee"** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

## 3. ADJUDICATION USING A POINT SYSTEM

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

3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.

3.3 Points scored will be rounded off to 2 [two] decimal places.

3.4 In the event of equal points scored, the Bid will be awarded to the Bidder scoring the highest number of preference points for B-BBEE.

3.5 However, when functionality is part of the evaluation process and two or more Bids have scored equal points including equal preference points for B-BBEE, the successful Bid will be the one scoring the highest score for functionality.

3.6 Should two or more Bids be equal in all respect, the award shall be decided by the drawing of lots.

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

4.1 In terms of Regulation 5(2) and 6(2) 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] |
|---|---|
| 1 | 20 |
| 2 | 18 |
| 3 | 16 |
| 4 | 12 |
| 5 | 8 |
| 6 | 6 |
| 7 | 4 |
| 8 | 2 |
| Non-compliant contributor | 0 |

*Note: Refer to Section 1 of the RFP document for further information in terms of B-BBEE ratings.*

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4.2 Bidders who qualify as EMEs in terms of the B-BBEE Act 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 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.

4.4 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.

4.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

4.6 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.

4.7 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.

4.8 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.

**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 an Accounting Officer as contemplated in the Close Corporation Act.

5.2 **Subcontracting:**

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

If YES, indicate:

(i) What percentage of the contract will be subcontracted? .....%

(ii) The name of the subcontractor .....

(iii) The B-BBEE status level of the subcontractor .....

(iv) Is the subcontractor an EME? YES/NO

5.3 Declaration with regard to Company/Firm

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

(ii) VAT registration number.....

(iii) Company registration number.....

(iv) Type of Company / Firm

□Partnership/Joint Venture/Consortium

□One person business/sole propriety

□Close Corporations

□Company (Pty) Ltd

[TICK APPLICABLE BOX]

(v) Describe Principal Business Activities

.....

.....

.....

.....

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(vi) Company Classification

□Manufacturer

□Supplier

□Professional Service Provider

□Other Service Providers, e.g Transporter, etc

[TICK APPLICABLE BOX]

Total number of years the company/firm has been in business

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**BID DECLARATION**

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

(i) The information furnished is true and correct.

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

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

(a) disqualify the person from the bidding process;

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

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

(d) restrict the Bidder or contractor, its shareholders and directors, and/or associated entities, or only the shareholders and directors who acted in a fraudulent manner, from obtaining business from Transnet for a period not exceeding 10 years, after the *audi alteram partem* [hear the other side] rule has been applied; and/or

(e) forward the matter for criminal prosecution.

**WITNESSES:**

1. .....

SIGNATURE OF BIDDER

2. .....

DATE:

.....

COMPANY NAME: .....

ADDRESS:.....

.....

.....

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SECTION 9

# Appendix (i)

## GENERAL BID CONDITIONS - SERVICES

## [February 2013]

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## 1) DEFINITIONS

Where the following words or phrases are used in this Agreement, such words or phrases shall have the meaning assigned thereto in this clause, except where the context clearly requires otherwise:

a) **Bid** shall mean a Respondent's tendered response / proposal to a Transnet RFP or RFQ;

b) **Bid Document(s)** shall mean a reference to a Request for Proposal or Request for Quotation;

c) **Day** shall mean any day other than a Saturday, Sunday or public holiday;

d) **Respondent(s)** shall mean a respondent/bidder to a Bid Document;

e) **RFP** shall mean Request for Proposal;

f) **RFQ** shall mean Request for Quotation;

g) **RFX** shall mean RFP or RFQ, as the case may be;

h) **Services** shall mean the services required by Transnet as specified in its Bid Document;

i) **Service Provider** shall mean the successful Respondent;

j) **Tax Invoice** shall mean the document as required by Section 20 of the Value-Added Tax Act, 89 of 1991, as may be amended from time to time;

k) **Transnet** shall mean Transnet SOC Ltd, a State Owned Company; and

l) **VAT** shall mean Value-Added Tax in terms of the Value-Added Tax Act, 89 of 1991, as may be amended from time to time.

## 2) GENERAL

All Bid Documents and subsequent contracts and orders shall be subject to the following general conditions as laid down by Transnet and are to be strictly adhered to by any Respondent to this RFX.

## 3) SUBMISSION OF BID DOCUMENTS

a) A Bid, which shall hereinafter include reference to an RFP or RFQ, shall be submitted to Transnet no later than the closing date and time specified in accordance with the directions issued in the Bid Documents. Late Bids will not be considered.

b) Bids shall be delivered in a sealed envelope in accordance with the instructions indicated in the Bid Documents with the Bid number and subject marked on the front of the envelope.

c) The Respondent's return address must be stated on the reverse side of the sealed envelope.

## 4) USE OF BID FORMS

a) Where special forms are issued by Transnet for the submission of Bids, Respondents are required to submit their Bids by completion of the appropriate sections on such official forms and not in other forms or documents bearing their own terms and conditions of contract. Non-compliance with this condition may result in the rejection of a Bid.

b) Respondents must note that the original Bid forms must be completed for submission and not a reprocessed copy thereof.

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c) Only if insufficient space has been allocated for a particular response may a Respondent submit additional information under separate cover using its company's letterhead. This must be duly cross-referenced in the RFX.

**5) BID FEES**

a) A non-refundable fee may be charged for Bid Documents, depending on the administrative cost of preparing and issuing such Bid Documents.

b) Only Respondents that have paid the Bid fee and provided proof of payment when submitting their Bid will be considered.

**6) VALIDITY PERIOD**

a) Respondents must hold their Bid valid for acceptance by Transnet at any time within the requested validity period after the closing date of the RFX.

b) Respondents may be requested to extend their validity period for a specified additional period. In such instances, Respondents will not be allowed to change any aspect of their Bid, unless they are able to demonstrate that the proposed change(s) is as a direct and unavoidable consequence of Transnet's extension of the validity period.

**7) SITE VISIT / BRIEFING SESSION**

Respondents may be requested to attend (i) a site visit where it is considered necessary to view the site prior to the preparation of Bids, or (ii) an RFX briefing session when Transnet deems it necessary to provide Respondents with additional information relevant to the compilation of their Bids. When such visits or sessions are indicated as compulsory in the Bid Document, Respondents are obliged to attend these meetings as failure to do so will result in their disqualification.

**8) CLARIFICATION BEFORE THE CLOSING DATE**

Should clarification be required on any aspect of the RFX before the closing date, the Respondent must direct such queries to the contact person identified in the Bid Document.

**9) COMMUNICATION AFTER THE CLOSING DATE**

After the closing date of a Bid [i.e. during the evaluation period] the Respondent may only communicate with the Secretary of the relevant Acquisition Council.

**10) UNAUTHORISED COMMUNICATION ABOUT BIDS**

Where Bids are submitted to the Secretary of an Acquisition Council, Respondents may at any time communicate with the Secretary on any matter relating to its Bid but, in the absence of written authority from the Secretary, no communication on a question affecting the subject of a Bid shall take place between Respondents or other potential service providers or any member of the Acquisition Council or official of Transnet during the period between the closing date for the receipt of the Bid and the date of the notification of the successful Respondent(s). A Bid, in respect of which any such unauthorised communication has occurred, could be disqualified.

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Respondent's Signature

Date & Company Stamp

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## 11) RETURNABLE DOCUMENTS

All returnable documents listed in the RFX Documents must be submitted with Respondent's Bid. Failure to submit mandatory returnable schedules / documents will result in disqualification. Failure to submit other schedules / documents may result in disqualification.

## 12) DEFAULTS BY RESPONDENTS

a) If the Respondent, after it has been notified of the acceptance of its Bid fails to:

i) enter into a formal contract when called upon to do so within such period as Transnet may specify; or

ii) accept an order in terms of the Bid;

iii) furnish satisfactory security when called upon to do so for the fulfilment of the contract; or

iv) comply with any condition imposed by Transnet,

Transnet may, in any such case, without prejudice to any other legal remedy which it may have, proceed to accept any other Bid or, if it is necessary to do so, call for Bids afresh, and may recover from the defaulting Respondent any additional expense incurred by Transnet in calling for new offers or in accepting a less favourable offer.

b) If any Respondent, who has submitted a Bid and/or concluded a contract with Transnet [hereinafter referred to as the **Service Provider**], or in the capacity of agent or subcontractor who has been associated with such Bid or contract:

i) has withdrawn such Bid after the advertised date and hour for the receipt of Bids; or

ii) has, after having been notified of the acceptance of its Bid, failed or refused to sign a contract when called upon to do so in terms of any condition forming part of the Bid Documents; or

iii) has carried out any contract resulting from such Bid in an unsatisfactory manner or has breached any condition of such contract; or

iv) has offered, promised or given a bribe in relation to the obtaining or the execution of such contract; or

v) has acted in a fraudulent or improper manner or in bad faith towards Transnet or any government department or towards any public body, company or person; or

vi) has made any misleading or incorrect statement either

(1) in the affidavit or certificate referred to in clause 18) *[Notice to Unsuccessful Respondents]*; or

(2) in any other document submitted as part of its Bid submission

and is unable to prove to the satisfaction of Transnet that

(a) it made the statement in good faith honestly believing it to be correct; and

(b) before making such statement, it took all reasonable steps to satisfy itself of its correctness; or

vii) caused Transnet damage, or to incur costs in order to meet the Service Provider's requirements which could not be recovered from the Service Provider;

viii) has litigated against Transnet in bad faith;

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Respondent's Signature

Date & Company Stamp

ix) has been found guilty by a court of law, tribunal or other administrative body of a serious breach of any law, during the preceding 5 [five] years;

x) has been included as a company or person prohibited from doing business with the public sector on National Treasury's database of Restricted Suppliers or Register of Bid Defaulters;

then a Bid from any such Respondent shall be disqualified and the person, enterprise or company [including any directors] shall, subject to clause c) below, be disqualified from bidding for any Transnet business through its "blacklisting" process.

c) Any person or enterprise or company against whom a decision to blacklist has been taken, may make representations to the Chief Financial Officer of Transnet SOC Ltd, whose decision shall be final.

d) Any disqualification [**Blacklisting**] imposed upon any person or enterprise or company, may also apply to any other enterprise under the same or different names of disqualified persons or enterprise or company [or associates thereof] and may also be applied to any agent or employee of the person or enterprise or company concerned.

## 13) CURRENCY

All monetary amounts referred to in a Bid response must be in Rand, the currency of the Republic of South Africa [**ZAR**], save to the extent specifically permitted in the RFX.

## 14) PRICES SUBJECT TO CONFIRMATION

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

b) Firm prices quoted for the duration of any resulting order and/or contract will receive precedence over prices which are subject to fluctuation if this is in Transnet's best interests.

## 15) ALTERATIONS MADE BY THE RESPONDENT TO BID PRICES

All alterations made by the Respondent to its Bid price(s) prior to the submission of its Bid Documents must be done by deleting the incorrect figures and words where required and by inserting the correct figures and words against the items concerned. All such alterations must be initialled by the person who signs the Bid Documents. Failure to observe this requirement may result in the particular item(s) concerned being excluded in the matter of the award of the business.

## 16) EXCHANGE AND REMITTANCE

a) The Respondent should note that where the whole or a portion of the contract or order value is to be remitted overseas, Transnet shall, if requested to do so by the Service Provider, effect payment overseas directly to the foreign principal of such percentage of the contract or order value as may be stipulated by the Respondent in its Bid Documents.

b) It is Transnet's preference to enter into Rand-based agreements. Transnet would request, therefore, that the Respondent give favourable consideration to obtaining forward exchange cover on the foreign currency portion of the Agreement at a cost that is acceptable to Transnet to protect itself against any currency rate fluctuation risks for the duration of any resulting contract or order.

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Respondent's Signature

Date & Company Stamp

c) The Respondent who desires to avail itself of the aforementioned facility must at the time of bidding furnish the information called for in the *Exchange and Remittance* section of the Bid Documents and also furnish full details of the principals to whom payment is to be made.

d) The South African Reserve Bank's approval is required before any foreign currency payments can be made to or on behalf of Respondents.

e) Transnet will not recognise any claim for adjustment of the order and/or contract price if the increase in price arises after the date on which agreement on an overall Rand contract has been reached.

16.6 Transnet reserves the right to request a pro-forma invoice/tax invoice in order to ensure compliance with the contract and Value-Added Tax Act no. 89 of 1991 [**VAT Act**].

## 17) ACCEPTANCE OF BID

a) Transnet does not bind itself to accept the lowest priced or any Bid.

b) Transnet reserves the right to accept any Bid in whole or in part.

c) Upon the acceptance of a Bid by Transnet, the parties shall be bound by these General Bid Conditions and any contractual terms and/or any schedule of "Special Conditions" or otherwise which form part of the Bid Documents.

d) Where the Respondent has been informed by Transnet per fax message or email of the acceptance of its Bid, the acknowledgement of receipt transmitted shall be regarded as proof of delivery to the Respondent.

## 18) NOTICE TO UNSUCCESSFUL RESPONDENTS

Unsuccessful Respondents shall be advised in writing that their Bids have not been accepted as soon as possible after the closing date of the Bid. On award of business to the successful Respondent all unsuccessful Respondents shall be informed of the name of the successful Respondent and of the reason as to why their Bids have not been successful.

## 19) TERMS AND CONDITIONS OF CONTRACT

a) The Service Provider shall adhere to the Terms and Conditions of Contract issued with the Bid Documents, together with any schedule of "Special Conditions" or otherwise which form part of the Bid Documents.

b) Should the Respondent find any conditions unacceptable, it should indicate which conditions are unacceptable and offer amendments/ alternatives by written submission on its company letterhead. Any such submission shall be subject to review by Transnet's Legal Counsel who shall determine whether the proposed amendments/ alternative(s) are acceptable or otherwise, as the case may be.

## 20) CONTRACT DOCUMENTS

a) The contract documents will comprise these General Bid Conditions, the Terms and Conditions of Contract and any schedule of "Special Conditions" which form part of the Bid Documents.

b) The abovementioned documents together with the Respondent's Bid response will constitute the contract between the parties upon receipt by the Respondent of Transnet's letter of award / intent, subject to all additional amendments and/or special conditions thereto as agreed to by the parties.

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c) Should Transnet inform the Respondent that a formal contract will be signed, the abovementioned documents together with the Respondent's Bid response [and, if any, its covering letter and any subsequent exchange of correspondence] as well as Transnet's Letter of Intent, shall constitute a binding contract until the final contract is signed.

## 21) LAW GOVERNING CONTRACT

The law of the Republic of South Africa shall govern the contract created by the acceptance of a Bid. The *domicilium citandi et executandi* shall be a place in the Republic of South Africa to be specified by the Respondent in its Bid at which all legal documents may be served on the Respondent who shall agree to submit to the jurisdiction of the courts of the Republic of South Africa. A foreign Respondent shall, therefore, state in its Bid the name of its authorised representative in the Republic of South Africa who is empowered to sign any contract which may be entered into in the event of its Bid being accepted and to act on its behalf in all matters relating to the contract.

## 22) IDENTIFICATION

If the Respondent is a company, the full names of the directors shall be stated in the Bid. If the Respondent is a close corporation, the full names of the members shall be stated in the Bid. If the Respondent is a partnership or an individual trading under a trade name, the full names of the partners or of such individual, as the case may be, shall be furnished.

## 23) CONTRACTUAL SECURITIES

a) The successful Respondent, when called upon to do so, shall provide security to the satisfaction of Transnet for the due fulfilment of a contract or order. Such security shall be in the form of an advanced payment guarantee [**APG**] and/or a performance bond [**Performance Bond**], as the case may be, to be furnished by an approved bank, building society, insurance or guarantee corporation carrying on business in South Africa.

b) The security may be applied in whole or part at the discretion of Transnet to make good any loss or damage which Transnet may incur in consequence of a breach of the contract or any part thereof.

c) Such security, if required, shall be an amount which will be stipulated in the Bid Documents.

d) The successful Respondent shall be required to submit to Transnet or Transnet's designated official the specified security document(s) within 30 [thirty] Days from the date of signature of the contract. Failure to return the securities within the prescribed time shall, save where prior extension has been granted, entitle Transnet without notice to the Service Provider to cancel the contract with immediate effect.

e) Additional costs incurred by Transnet necessitated by reason of default on the part of the Service Provider in relation to the conditions of this clause 23) will be for the account of the Service Provider.

## 24) DELETION OF ITEMS TO BE EXCLUDED FROM BID

The Respondent must delete items for which it does not wish to tender.

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Respondent's Signature

Date & Company Stamp

## 25) VALUE-ADDED TAX

a) In respect of local Services, i.e. Services to be rendered in the Republic of South Africa, the prices quoted by the Respondent are to be exclusive of VAT which must be shown separately at the standard rate on the Tax Invoice.

b) In respect of foreign Services rendered:

i) the invoicing by a South African Service Provider on behalf of its foreign principal rendering such Service represents a Service rendered by the principal; and

ii) the Service Provider's Tax Invoice(s) for the local portion only [i.e. the "commission" for the Services rendered locally] must show the VAT separately.

## 26) IMPORTANT NOTICE TO RESPONDENTS REGARDING PAYMENT

### a) Method of Payment

i) The attention of the Respondent is directed to the Terms and Conditions of Contract which set out the conditions of payment on which Bid price(s) shall be based.

ii) However, in addition to the aforegoing the Respondent is invited to submit offers based on alternative methods of payment and/or financing proposals.

iii) The Respondent is required to give full particulars of the terms that will be applicable to its alternative offer(s) and the financial merits thereof will be evaluated and taken into consideration when the Bid is adjudicated.

iv) The Respondent must, therefore, in the first instance, tender strictly in accordance with clause a)i) above. Failure to comply with clause a)i) above may preclude a Bid from further consideration.

NOTE: The successful Respondent [the **Service Provider**], where applicable, shall be required to furnish a guarantee covering any advance payments, as set out in clause 23) above *[Contractual Securities]*.

### b) Conditional Discount

Respondents offering prices which are subject to a conditional discount applicable for payment within a specific period are to note that the conditional period will be calculated from the date of receipt by Transnet of the Service Provider's month-end statement reflecting the relevant Tax Invoice(s) for payment purposes, provided the conditions of the order or contract have been fulfilled and the Tax Invoice is correct in all respects in terms of the contract or order. Incomplete and/or incorrect Tax Invoices shall be returned and the conditional discount period will be recalculated from the date of receipt of the correct documentation.

## 27) DELIVERY REQUIREMENTS

### a) Period Contracts

It will be a condition of any resulting contract/order that the delivery period embodied therein will be governed by the provisions of the Terms and Conditions of Contract.

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**b) Progress Reports**

The Service Provider may be required to submit periodical progress reports with regard to the delivery of the Services.

**c) Emergency Demands as and when required**

If, due to unforeseen circumstances, the rendering of the Services covered by the Bid are required at short notice for immediate delivery, the Service Provider will be given first right of refusal for such business. If it is unable to meet the desired critical delivery period, Transnet reserves the right to purchase such services as may be required to meet the emergency outside the contract if immediate delivery can be offered from any other source. The "*Total or Partial Failure to Perform the Scope of Services*" section in the Terms and Conditions of Contract will not be applicable in these circumstances.

## 28) SPECIFICATIONS AND COPYRIGHT

a) **Specifications**

The Respondent should note that, unless notified to the contrary by Transnet or a designated official by means of an official amendment to the Bid Documents, it is required to tender for the Services strictly in accordance with the specifications supplied by Transnet.

**b) Copyright**

Copyright in plans, drawings, diagrams, specifications and documents compiled by the Service Provider for the purpose of contract work shall be governed by the *Intellectual Property Rights* section in the Terms and Conditions of Contract.

## 29) BIDS BY OR ON BEHALF OF FOREIGN RESPONDENTS

a) Bids submitted by foreign principals may be forwarded directly by the principals or by its South African representative or agent to the Secretary of the Acquisition Council or to a designated official of Transnet according to whichever officer is specified in the Bid Documents.

b) In the case of a representative or agent, written proof must be submitted to the effect that such representative or agent has been duly authorised to act in that capacity by the principal. Failure to submit such authorisation by the representative or agent shall disqualify the Bid.

c) When legally authorised to prepare and submit Bids on behalf of their principals not domiciled in the Republic of South Africa, representatives or agents must compile the Bids in the names of such principals and sign them on behalf of the latter.

d) South African representatives or agents of a successful foreign Respondent must when so required enter into a formal contract in the name of their principals and must sign such contract on behalf of the latter. In every such case a legal Power of Attorney from their principals must be furnished to Transnet by the South African representative or agents authorising them to enter into and sign such contract.

i) Such Power of Attorney must comply with Rule 63 [Authentication of documents executed outside the Republic for use within the Republic] of the Uniform Rules of Court: Rules regulating the conduct of the proceedings of the several provincial and local divisions of the Supreme Court of South Africa.

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ii) The Power of Attorney must be signed by the principal under the same title as used in the Bid Documents.

iii) If a Power of Attorney held by the South African representative or agent includes matters of a general nature besides provision for the entering into and signing of a contract with Transnet, a certified copy thereof should be furnished.

iv) The Power of Attorney must authorise the South African representative or agent to choose the *domicile citandi et executandi* as provided for in the Terms and Conditions of Contract.

e) If payment is to be made in South Africa, the foreign Service Provider [i.e. the principal, or its South African agent or representative], must notify Transnet in writing whether for payment by electronic funds transfer [**EFT**]:

i) funds are to be transferred to the credit of the foreign Service Provider's account at a bank in South Africa, in which case the name and branch of such bank shall be furnished; or

ii) funds are to be transferred to the credit of its South Africa agent or representative, in which case the name and branch of such bank shall be furnished.

**30) CONFLICT WITH BID DOCUMENT**

Should a conflict arise between these General Bid Conditions and the Bid Document issued, the conditions stated in the Bid Document shall prevail.

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**SECTION 10**

**RFQ NUMBER CRAC-ESS-16448**

**FOR THE PROVISION OF: OFFICE CLEANING, GARDENING AND WEED CONTROL SERVICES AT SANNIESHOF, SWEITZER RENEKE AND VRYBURG FOR A PERIOD OF TWENTY FOUR (24) MONTHS.**

**ANNEXURE 1**

**SAFETY ARRANGEMENTS AND PROCEDURAL COMPLIANCE WITH THE OCCUPATIONAL HEALTH AND SAFETY ACT (ACT 85 OF 1993) AND APPLICABLE REGULATIONS**

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## 1. General

1.1 The Contractor and Transnet Limited (hereinafter referred to as "Transnet") are individual employers, each in its own right, with their respective duties and obligations set out in the Occupational Health and Safety Act, Act 85 of 1993 (the Act) and applicable Regulations.

1.2 The Contractor accepts, in terms of the General Conditions of Contract and in terms of the Act, his obligations as an employer in respect of all persons in his employ, other persons on the premises or the Site or place of work or on the work to be executed by him, and under his control. He shall, before commencement with the execution of the contract work, comply with the provisions set out in the Act, and shall implement and maintain a Health and Safety Plan as described in the Construction Regulations, 2003 and as approved by Transnet, on the Site and place of work for the duration of the Contract.

1.3 The Contractor accepts his obligation to complying fully with the Act and applicable Regulations notwithstanding the omission of some of the provisions of the Act and the Regulations from this document.

1.4 Transnet accepts, in terms of the Act, its obligations as an employer of its own employees working on or associated with the site or place of work, and the Contractor and Technical Officer or his deputy shall at all times, co-operate in respect of the health and safety management of the site, and shall agree on the practical arrangements and procedures to be implemented and maintained during execution of the Works.

1.5 In the event of any discrepancies between any legislation and this specification, the applicable legislation will take precedence.

## 2. Definitions

2.1 In this Specification any word or expression to which a meaning has been assigned in the Construction Regulations, shall have the meaning so assigned to it, unless the context otherwise indicates: -

2.2 The work included in this Contract shall for the purposes of compliance with the Act be deemed to be "**Construction Work**", which, in terms of the Construction Regulations, 2003 means any work in connection with: -

(a) the erection, maintenance, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure;



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(b) the installation, erection, dismantling or maintenance of fixed plant where such work includes the risk of a person falling;

(c) the construction, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system or any similar civil engineering structure; or

(a)

(d) the moving of earth, clearing of land, the making of an excavation, piling, or any similar type of work;

2.3 **"competent person"** in relation to construction work, means any person having the knowledge, training and experience specific to the work or task being performed: Provided that where appropriate qualifications and training are registered as per the South African Qualifications Authority Act, 1995 these qualifications and training shall be deemed to be the required qualifications and training;

2.4 **"contractor"** means principal contractor and "subcontractor" means contractor as defined by the Construction Regulations, 2003.

2.5 **"fall protection plan"** means a documented plan, of all risks relating to working from an elevated position, considering the nature of work undertaken, and setting out the procedures and methods applied to eliminate the risk;

2.6 **"health and safety file"** means a file or other record in permanent form, containing the information required to be kept on site in accordance with the Act and applicable Regulations;

2.7 **"Health and Safety Plan "** means a documented plan which addresses the hazards identified and includes safe work procedures to mitigate, reduce or control the hazards identified;

2.8 **"Risk Assessment"** means a programme to determine any risk associated with any hazard at a construction site, in order to identify the steps needed to be taken to remove, reduce or control such hazard;

2.9 **"the Act"** means the Occupational Health and Safety Act No. 85 of 1993.

**3. Procedural Compliance**

3.1 The Contractor who intends to carry out any construction work shall, before carrying out such work, notify the Provincial Director in writing if the construction work:-

(a)includes the demolition of a structure exceeding a height of 3 metres; or

(b) includes the use of explosives to perform construction work; or

(c)includes the dismantling of fixed plant at a height greater than 3m,

and shall also notify the Provincial Director in writing when the construction work exceeds 30 days or will involve more than 300 person days of construction work and if the construction work:-

(d) includes excavation work deeper than 1m; or

(e) includes working at a height greater than 3 metres above ground or a landing.

3.2 The notification to the Provincial Director shall be on a form similar to Annexure A of the Construction Regulations, 2003, also shown in Annexure 1 of this Specification. The

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Contractor shall ensure that a copy of the completed notification form is kept on site for inspection by an inspector, Technical Officer or employee.

3.3 The Contractor shall, in accordance with the Act and applicable Regulations, make all the necessary appointments of competent persons in writing on a form similar to Annexure 2 of this Specification and deliver copies thereof to the Technical Officer. Copies should also be retained on the health and safety file.

3.4 Subcontractors shall also make the above written appointments and the Contractor shall deliver copies thereof to the Technical Officer.

3.5 In the case of a self-employed Contractor or any subcontractor who has the appropriate competencies and supervises the work himself, the appointment of a construction supervisor in terms of regulation 6.1 of the Construction Regulations, 2003 will not be necessary. The Contractor shall in such a case execute and sign a declaration as in Annexure 3, by which he personally undertakes the duties and obligations of the "Chief Executive Officer" in terms of section 16(1) of the Act.

3.6 The Contractor shall, before commencing any work, obtain from the Technical Officer an access certificate as in Annexure 4 executed and signed by him, permitting and limiting access to the designated site or place of work by the Contractor and any subcontractors under his control.

3.7 Procedural compliance with Act and Regulations, as above, shall also apply to any subcontractors as employers in their own right. The Contractor shall furnish the Technical Officer with full particulars of such subcontractors and shall ensure that they comply with the Act and Regulations and Protekon's safety requirements and procedures.

## 4. Special Permits

Where special permits are required before work may be carried out such as for hotwork, isolation permits, work permits and occupations, the Contractor shall apply to the Technical Officer or the relevant authority for such permits to be issued. The Contractor shall strictly comply with the conditions and requirements pertaining to the issue of such permits.

## 5. Health and Safety Programme

5.1 The Tenderer shall, with his tender, submit a Health and Safety Programme setting out the practical arrangements and procedures to be implemented by him to ensure compliance by him with the Act and Regulations and particularly in respect of: -

(i) The provision, as far as is reasonably practical, of a working environment that is safe and without risk to the health of his employees and subcontractors in terms of section 8 of the Act;

(ii) the execution of the contract work in such a manner as to ensure in terms of section 9 of the Act that persons other than those in the Contractor's employment, who may be directly affected by the contract work are not thereby exposed to hazards to their health and safety;

(iii) ensuring, as far as is reasonably practical, in terms of section 37 of the Act that no employee or subcontractor of the Contractor does or omits to do any act which would be an offence for the Contractor to do or omit to do.

5.2 The Contractor's Health and Safety Programme shall be based on a risk assessment in respect of the hazards to health and safety of his employees and other persons under his control that are associated with or directly affected by the Contractor's activities in performing the

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contract work and shall establish precautionary measures as are reasonable and practical in protecting the safety and health of such employees and persons.

5.3 The Contractor shall cause a risk assessment contemplated in clause 5.2 above to be performed by a competent person, appointed in writing, before commencement of any Construction Work and reviewed during construction. The Risk Assessments shall form part of the Health and Safety programme to be applied on the site and shall include at least the following:

*(a)* The identification of the risks and hazards that persons may be exposed to;

*(b)* the analysis and evaluation of the hazards identified;

*(c)* a documented Health and Safety Plan, including safe work procedures to mitigate, reduce or control the risks identified;

*(d)* a monitoring and review plan.

5.4 The Health and Safety Plan shall include full particulars in respect of: -

(a) The safety management structure to be instituted on site or place of work and the names of the Contractor's health and safety representatives and members of safety committees where applicable;

*(b)* the safe working methods and procedures to be implemented to ensure the work is performed in compliance with the Act and Regulations;

(c) the safety equipment, devices and clothing to be made available by the Contractor to his employees;

(d) the site access control measures pertaining to health and safety to be implemented;

(e) the arrangements in respect of communication of health and safety related matters and incidents between the Contractor, his employees, subcontractors and the Technical Officer with particular reference to the reporting of incidents in compliance with Section 24 and General Administrative Regulation 8 of the Act and with the pertinent clause of the General Conditions of Contract forming part of the Contract and

(f) the introduction of control measures for ensuring that the Safety Plan is maintained and monitored for the duration of the Contract.

5.4The Health and Safety programme shall be subject to the Technical Officer's approval and he may, in consultation with the Contractor, order that additional and/or supplementary practical arrangements and procedures be implemented and maintained by the Contractor or that different working methods or safety equipment be used or safety clothes be issued which, in the Technical Officer's opinion, are necessary to ensure full compliance by the Contractor with his obligations as an employer in terms of the Act and Regulations. The Technical Officer or his deputy shall be allowed to attend meetings of the Contractor's safety committee as an observer.

5.5The Contractor shall take reasonable steps to ensure that each subcontractor's Health and Safety Plan is implemented and maintained on the construction site: Provided that the steps taken, shall include periodic audits at intervals mutually agreed to between the them, but at least once every month.

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5.6The Contractor shall stop any subcontractor from executing any construction work, which is not in accordance with the Contractor's, and/or subcontractor's Health and Safety Plan for the site or which poses a threat to the health and safety of persons.

5.7The Contractor shall ensure that a copy of the Health and Safety Plan is available on site for inspection by an inspector, Technical Officer, agent, subcontractor, employee, registered employee organisation, health and safety representative or any member of the health and safety committee.

5.8The Contractor shall consult with the health and safety committee or, if no health and safety committee exists, with a representative group of employees, on the development, monitoring and review of the Risk Assessment.

5.9The Contractor shall ensure that all employees under his control are informed, instructed and trained by a competent person regarding any hazard and the related work procedures before any work commences, and thereafter at such times as may be determined in the Risk Assessment.

5.10 The Contractor shall ensure that all subcontractors are informed regarding any hazard as stipulated in the Risk Assessment before any work commences, and thereafter at such times as may be determined in the Risk Assessment.

5.11 The Contractor shall ensure that all visitors to a construction site undergoes health and safety induction pertaining to the hazards prevalent on the site and shall be provided with the necessary personal protective equipment.

## 6. Fall Protection Plan

6.1In the event of the risk and hazard identification, as required in terms of clause 5.3 of this Specification, revealing risks 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;

6.2The Contractor shall implement, maintain and monitor the fall protection plan for the duration of Contract. The Contractor shall also take such steps to ensure the continued adherence to the fall protection plan.

6.3The fall protection plan shall include:-

*(a)* A Risk Assessment of all work carried out from an elevated position;

*(b)* the procedures and methods to address all the identified risks per location;

*(c)* the evaluation of the employees physical and psychological fitness necessary to work at elevated positions;

*(d)* the training of employees working from elevated positions; and

*(e)* the procedure addressing the inspection, testing and maintenance of all fall protection equipment.

## 7. Hazards and Potential Hazardous Situations

The Contractor and the Technical Officer shall immediately notify one another of any hazardous or potentially hazardous situations which may arise during performance of the Contract by the Contractor or any subcontractor and, in particular, of such hazards as may be caused by the design, execution and/or location and any other aspect pertaining to the

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contract work.

## 8. Health and Safety File

8.1The Contractor shall ensure that a health and safety file is opened and kept on site and shall include all documentation required as per the Act and applicable regulations, and made available to an inspector, the Technical Officer, or subcontractor upon request.

8.2The Contractor shall ensure that a copy of the both his Health and Safety Plan as well as any subcontractor's Health and Safety Plan is available on request to an employee, inspector, contractor or the Technical Officer.

8.3The Contractor shall hand over a consolidated health and safety file to the Technical Officer upon completion of the Construction Work and shall in addition to documentation mentioned in the Act and applicable Regulations include a record of all drawings, designs, materials used and other similar information concerning the completed structure.

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**SECTION 11**

**RFQ NUMBER CRAC-JHB-16572**

**FOR THE PROVISION OF: OFFICE CLEANING, GARDENING AND WEED CONTROL SERVICES AT SANNIESHOF, SWEITZER RENEKE AND VRYBURG FOR A PERIOD OF TWENTY FOUR (24) MONTHS.**

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**ANNEXURE 2**

**OCCUPATIONAL HEALTH AND SAFETY ACT, 1993**

**Regulation 3(1) of the Construction Regulations**

**NOTIFICATION OF CONSTRUCTION WORK**

1(a) Name and postal address of principal contractor:

_____

(b) Name and tel. no of principal contractor's contact person:

_____

2. Principal contractor's compensation registration number: _____

3.(a) Name and postal address of client:

_____

(b) Name and tel no of client's contact person or agent:

_____

4.(a) Name and postal address of designer(s) for the project:

_____

(b) Name and tel. no of designer(s) contact person:

_____

5. Name and telephone number of principal contractor's construction supervisor on site appointed in terms of regulation 6(1).

_____

6. Name/s of principal contractor's construction sub-ordinate supervisors on site appointed in terms of regulation 6(2).

_____

7. Exact physical address of the construction site or site office:

_____

8. Nature of the construction work:

_____

_____

_____

_____



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9. Expected commencement date: _____

10. Expected completion date: _____

11. Estimated maximum number of persons on the construction site: _____

12. Planned number of contractors on the construction site accountable to the principle contractor: _____

13. Name(s) of contractors already chosen.

_____
_____
_____
_____
_____
_____
_____

_____ _____

**Principal Contractor** **Date**

_____ _____

**Client** **Date**

* THIS DOCUMENT IS TO BE FORWARDED TO THE OFFICE OF THE DEPARTMENT OF LABOUR **PRIOR TO COMMENCEMENT** OF WORK ON SITE.

* **ALL PRINCIPAL CONTRACTORS** THAT QUALIFY TO NOTIFY MUST DO SO EVEN IF ANOTHER PRINCIPAL CONTRACTOR ON THE SAME SITE HAD DONE SO PRIOR TO THE COMMENCEMENT OF WORK.

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_____ _____

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## SECTION 12

## RFQ NUMBER CRAC-JHB-16572

**FOR THE PROVISION OF: OFFICE CLEANING, GARDENING AND WEED CONTROL SERVICES AT SANNIESHOF, SWEITZER RENEKE AND VRYBURG FOR A PERIOD OF TWENTY FOUR (24) MONTHS.**

**ANNEXURE 03**

**(COMPANY LETTER HEAD)**

**OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT 85 OF 1993):**

**SECTION/REGULATION:** _____

**REQUIRED COMPETENCY:** _____

In terms of

_____ I, _____

representing the Employer) do hereby appoint _____

As the Competent Person on the premises
at _____

(Physical address) to assist in compliance with the Act and the applicable Regulations.

Your designated area/s is/are as follows:-

_____

_____

_____

***Date:*** _____

***Signature: -*** _____

***Designation: -*** _____

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## ACCEPTANCE OF DESIGNATION

*I, _____ do hereby accept this Designation and acknowledge that I Understand the requirements of this appointment.*

*Date:* _____

*Signature: -* _____

*Designation: -* _____

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**SECTION 13**

**ANNEXURE 04**

**RFQ NUMBER CRAC-JHB-16572**

**FOR THE PROVISION OF: OFFICE CLEANING, GARDENING AND WEED CONTROL SERVICES AT SANNIESHOF, SWEITZER RENEKE AND VRYBURG FOR A PERIOD OF TWENTY FOUR (24) MONTHS.**

**(COMPANY LETTER HEAD)**

**OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT 85 OF 1993)**

**DECLARATION**

In terms of the above Act I, _____ am personally assuming the duties and obligations as Chief Executive Officer, defined in Section 1 of the Act and in terms of Section 16(1), I will, as far as is reasonably practicable, ensure that the duties and obligations of the Employer as contemplated in the above Act are properly discharged.

***Signature: -*** _____

***Date:*** _____

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## SECTION 14

## RFQ NUMBER CRAC-JHB-16572

**FOR THE PROVISION OF: OFFICE CLEANING, GARDENING AND WEED CONTROL SERVICES AT SANNIESHOF, SWEITZER RENECKER AND VRYBURG FOR A PERIOD OF TWENTY FOUR (24) MONTHS.**

**ANNEXURE 05**

**(LETTER HEAD OF BUSINESS DIVISION OR UNIT OF TRANSNET LIMITED)**

**SITE ACCESS CERTIFICATE**

Access to : _____ (Area)
Name of Contractor/Builder :- _____
Contract/Order No.: _____

The contract works site/area described above are made available to you for the carrying out of associated works
In terms of your contract/order with
(company) _____

Kindly note that you are at all times responsible for the control and safety of the Works Site, and for persons under your control having access to the site.

As from the date hereof you will be responsible for compliance with the requirements of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended, and all conditions of the Contract pertaining to the site of the works as defined and demarcated in the contract documents including the plans of the site or work areas forming part thereof.

***Signed :*** _____ ***Date :*** _____
***TECHNICAL OFFICER***

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---

**ACKNOWLEDGEMENT OF RECEIPT**

***Name of Contractor/Builder :-***

_____

***do hereby acknowledge and accept the duties and obligations in respect of the Safety of the site/area of Work in terms of the Occupational Health and Safety Act; Act 85 of 1993.***

***Name :*** _____ ***Designation :*** _____

***Signature :*** _____ ***Date :*** _____



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**SECTION 15**

**RFQ NUMBER CRACJHB-16572**

**FOR THE PROVISION OF:OFFICE CLEANING , GARDENING AND WEED CONTROL SERVICES AT SANNIESHOF, SWEITZER RENEKE AND VRYBURG FOR A PERIOD OF TWENTY FOUR (24) MONTHS.**

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# 7. Tenderer SHE Management System Questionnaire

This questionnaire is part of the 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 SHE management system. Tenderer's will be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters. The tender warrants that the information provided below is accurate and correct. The tenderer shall advise TFR of any changes.

**TFR may verify the accuracy of this information (where necessary) during the physical visit as part of the tender evaluation.**

| | | |
|---|---|---|
| The information provided in this questionnaire is an accurate summary of the company's SHE management system. | | |
| Company Name: | | |
| Signed: | Name: | |
| Position: | Date: | |
| Tender Description: | | |
| Tender Number: | | |
| **Tenderer SHE Management System Questionnaire** | **Yes** | **No** |
| ***1. SHE Policy and Management*** | | |
| - ***Is there a written company SHE policy?***<br><br>- If yes provide a copy of the policy (ANNEXURE #) | | |
| - ***Does the company have an SHE Management system e.g. NOSA, OHSAS, IRCA System etc.***<br><br>- If yes provide details | | |



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| | | |
|---|---|---|
| - ***Is there a company SHE Management System, procedures manual or plan?***<br><br>- If yes provide a copy of the content page(s) | | |
| - ***Are the SHE responsibilities clearly identified for all levels of Management and employees?***<br><br>- If yes provide details | | |
| ***2. Safe Work Practices and Procedures*** | | |
| - **Are safe operating procedures or specific safety instructions relevant to its operations available?**<br><br>- If yes provide a summary listing of procedures or instructions | | |
| - **Is there a SHE incident register?**<br>If yes provide a copy | | |
| - **Are Risk Assessments conducted and appropriate techniques used?**<br><br>- If yes provide details | | |
| ***3. SHE Training*** | | |
| **Describe briefly how health and safety training is conducted in your company:** | | |
| - **Is a record maintained of all training and induction programs undertaken for employees in your company?**<br><br>- If yes provide examples of safety training records | | |
| ***4. SHE Workplace Inspection*** | | |
| - **Are regular health and safety inspections at worksites undertaken?**<br><br>-If yes provide details | | |
| - **Is there a procedure by which employees can report hazards at workplaces?**<br><br>- If yes provide details | | |
| ***5. SHE Consultation*** | | |
| - **Is there a workplace SHE committee?** | | |
| - **Are employees involved in decision making over SHE** | | |

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| | | |
|---|---|---|
| **matters?**<br><br>- If yes provide details | | |
| **- Are there appointed SHE representatives?**<br><br>- Comments | | |
| ***6. SHE Performance Monitoring*** | | |
| **- Is there a system for recording and analysing health and safety performance statistics including injuries and incidents?**<br><br>- If yes provide details | | |
| **- Are employees regularly provided with information on company health and safety performance?**<br><br>- If yes provide details | | |
| **Is company registered with workmen's compensation and up to date**?<br><br>- If yes provide proof of letter of good standing | | |
| **- Has the company been fined or convicted of an occupational health and safety offence?**<br><br>- If yes provide details | | |

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## Safety Performance Report

### Monthly DIFR for previous months

| Previous Year | No of Disabling Injuries | Total Number of employees | DIFR per month |
|---|---|---|---|
| Jan | | | |
| Feb | | | |
| Mar | | | |
| Apr | | | |
| May | | | |
| Jun | | | |
| Jul | | | |
| Aug | | | |
| Sep | | | |
| Oct | | | |
| Nov | | | |
| Dec | | | |



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

---

Signed
(Tender

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## SECTION 16

## RFQ NUMBER CRAC-JHB-16572

**FOR THE PROVISION OF: OFFICE CLEANING, GARDENING AND WEED CONTROL SERVICES AT SANNIESHOF, SWEITZER RENEKCER AND VRYBURG FOR A PERIOD OF TWENTY FOUR (24) MONTHS.**

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### SUPPLIER CODE OF CONDUCT

Transnet aims to achieve the best value for money when buying or selling goods and/or 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 Procurement Procedures Manual [**TPPM**];

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 [**B-BBEE**]; and

The Prevention and Combating of Corrupt Activities Act.

This Code of Conduct has been included in this RFP to formally appraise prospective 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 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.

1. *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 with 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



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- 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" Hot line to Report these acts [0800 003 056].

2. *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].

3. *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. Doing business with family members Having a financial interest in another company in our industry

"PREVIEW COPY ONLY"



Respondent's Signature

Date & Company Stamp