

TRANSNET FREIGHT RAIL, a division of

TRANSNET SOC LTD

Registration Number 1990/000900/30

[Hereinafter referred to as **Transnet**]

REQUEST FOR QUOTATION [RFQ] NO: CRA-C-JHB-19665

FOR THE PROVISION OF: CLEANING SERVICE AT PARKSTATION (JHB) FOR THE PERIOD OF 24 MONTHS (24 MRS)

FOR DELIVERY TO: PARKSTATION, JOHANNESBURG

CONTACT PERSON (directions) **Mnembu Phakathi**, 011 773 5798, 083 268 8980

ISSUE DATE: 08 OCTOBER 2015

CLOSING DATE: 20 OCTOBER 2015

CLOSING TIME: 10H00 am

BRIEFING DATE : 15 OCTOBER 2015

VENUE : PARKSTATION, JHB

NB: 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.

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 SI

Section 1

NOTICE TO BIDDERS

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

METHOD: [Hand deliver, post and/or courier]

CLOSING VENUE: The Secretary, Transnet Freight Rail, Acquisition Council, Tender Box on the
Ground Floor, Inyanda House 1, 21 Wellington Road, Parktown

1 Responses to RFQ

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

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

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

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

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

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

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: Alex Baloyi

Email: alex.Baloyi@transnet.net

Telephone: 011 584 1425

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

Email: Prudence.Nkabinde@transnet.net

4 Legal Compliance

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

5 Changes to Quotations

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

6 Pricing

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

7 Prices Subject to Confirmation

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

8 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.

9 Disclaimers

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

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

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

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

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

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

10 SPECIFICATION/SCOPE OF WORK



TRANSNET
(eSight real)

GENERAL SPECIFICATION FOR THE CLEANING OF
BUILDINGS SERVICES

STATION: Johannesburg

DEPOT: Infra Telecomms

ASSET	DESCRIPTION	No of cleaners required	SIZE	CLEANING (PRICE)
Radio workshop	09- Offices + passage	2		

CONTACT
DETAILS: Deon Potgieter
(011) 773 4801

Any queries concerning work, please contact above person

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 / braai area
- (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) Diesel Pump House and Surrounding Area
- (o) Decanting and surrounding Area
- (p) Refuelling and surrounding Area
- (q) Garden Services

DUTIES (all floors / areas where applicable)

1. DUSTING (OFFICES AND PASSAGES)

(A) CARPETS

- Vacuum
- Spot Clean
- Steam clean / washing of carpets

(B) OFFICE FURNITURE

- Vacuum (cloth chairs)
- Spot clean
- Steam clean / wash cloth of furniture

(C) OTHER

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

2. WASTE DISPOSAL (OFFICES, KITCHENS AND TOILET)

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

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3. WALLS / DOORS AND PAINTWORK / WALL PAPER

Spot clean all low surfaces (finger marks etc)
Washing of walls (top to bottom)

4. GLASS DOOR AND METAL WORK

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

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

Sweep entrance foyer and entrance
Clean door mats and dust blinds
Damp clean counter tops
Damp mop
Machine buff
Clean up Lobby's outside windows

6. TOILETS

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

7. WINDOW CLEANING

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

8. VERTICAL BLINDS

Dust
Wash

9. MISCELLANEOUS

Polish desk and office furniture
Material covered furniture to be vacuumed
Material covered furniture to be steam cleaned
Clean all gullies and gutters in depot

10. KITCHENS

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

11. Lifts

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

12. STAIRS / LANDINGS / BALUSTRADES

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

13. LIFT FOYER

Floors to be vacuumed
Ceramic floors to be damp mopped

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Wall panels to be damp wiped	
14. SUPERVISION	
Full time supervision to be provided by Contractor Quality Control will be done by client on site (sign job cards) 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	
15. 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) Consumables e.g. cleaning chemicals be in an acceptable standard	Weekly

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PROVISION OF CLEANING SERVICE AT PARKSTATION FOR THE PERIOD OF 24 MONTHS (2 YRS).

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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.		As necessary Twice yearly
NB: All equipment to be kept in a good and safe condition at all times and to comply with all safety regulations including all extension cords, etc.		Weekly
Toilet Area's are not be used as change rooms. Cleaning of equipment will not be allowed in toilet / kitchen areas		As necessary As necessary
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.		Daily Weekly Daily
16. CLEANING OF DISHES		Weekly Weekly
All dishes to be cleaned in all areas. Contractor to supply dish washing liquid and dish cloths		
17. STAFF REQUIREMENTS / WORKING HOURS		Daily Daily Daily
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 record working hours of employees and to record complaints.		Daily Quarterly
18. 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		Weekly Weekly
19. TERMS OF CONTRACT		Daily Daily Daily
Contract period 01 November 2015 - 31 October 2017		

PROVISION OF CLEANING SERVICE AT PARKSTATION FOR THE PERIOD OF 24 MONTHS (2 YRS).

20. PAYMENT		
ACCREDITED BEE SUPPLIERS		Daily
The following payment terms shall apply		Daily
All suppliers shall be paid within 30 days from the date of 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 their BBEE Certificate.		Daily
A month will be calculated from the 1st of the month to the 30/31st of the month.		Daily
In the event of full staff compliment not available, payment for that specific day will be withheld / decuted.		Daily
Signed register of worked performed to be submitted with the invoice.		Quarterly
Noted that the invoice should indicate all buildings (per depot) by using the asset number of the serviced building.		Daily
Register to be signed by Supervisor of the specific area.		Quarterly
Invoice to be signed by the relevant Manager to indicate that the work was performed to satisfaction before submitting for payment.		Quarterly
		Weekly
21. OTHER TRADE SUPPLIERS		
All suppliers are paid within 30 days from month end statement.		Daily
Early settlements are discouraged unless very special circumstances prevail		Quarterly
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.		Weekly
		Weekly
		As necessary
		As necessary
22. 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 Health and Safety Standards as required by Transnet Freight Rail.		Daily
		Daily
		Daily

**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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RFQ FOR PROVISION OF CLEANING SERVICE AT PARKSTATION (JHB) FOR THE PERIOD OF 24 MONTHS (2 YRS).

RFQ FOR THE PROVISION:

CLOSING VENUE: The Secretary, Transnet Freight Rail, Acquisition Council, Tender Box on the Ground Floor, Inyanda House 1, 21 Wellington Road, Parktown

CLOSING DATE & TIME: 20 OCTOBER 2015 & 10H00am

VALIDITY PERIOD: 90 Business Days

SECTION 2

EVALUATION CRITERIA AND RETURNABLE DOCUMENTS

1 Evaluation Criteria

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

Criterion/Criteria	Explanation
Administrative responsiveness	<p>Completeness of response and returnable documents</p> <ul style="list-style-type: none"> Valid letter of good standing Completion of the SHE management questioners(attached)
Substantive responsiveness(Mandatory)	<p>Requalification criteria, if any, must be met and whether the Bid materially complies with the scope and/or specification given.</p> <ul style="list-style-type: none"> Hazardous chemicals, substances control, list of equipment to be used(SABA Approved products list) Risk plan/safety plan(SHE rep training & certificate) Compliance to Specification- in line with scope of work (clause by Clause statement and schedule of quantities as per Hygiene Analysis.) provide statutory labourers minimum wage schedule hourly rate per cleaner only <p>Failure to submit the above mention documents will result in disqualification of supplier's bid</p>
Final weighted evaluation based on 80/20 preference point	<ul style="list-style-type: none"> Pricing and price basis [firm] B-BBEE status of company - Preference points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table indicated in Annexure A: B-BBEE Claim Form.

2 Validity Period

Transnet desires a validity period of 90 [Ninety] Business Days from the closing date of this RFQ.

RFQ FOR PROVISION OF CLEANING SERVICE AT PARKSTATION (JHB) FOR THE PERIOD OF 24 MONTHS (2 YRS).

This RFQ is valid until: **27 FEBRUARY 2016**

3 Disclosure of Prices Quoted

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

YES ☐ NO ☐

4 Returnable Documents

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

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

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

Failure to provide all these Mandatory 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.

Please confirm submission of these Mandatory Returnable Documents by so indicating [Yes or No] in the tables below:

Mandatory Returnable Documents	Submitted [Yes or No]
SECTION 3 : Quotation Form	

- 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.

Essential Returnable Documents	Submitted [Yes or No]
SECTION 2 : Evaluation criteria and list of returnable documents	
- SECTION 4 : RFQ Declaration and Breach of Law Form	
- Valid and original, or a certified copy, of your entity's B-BBEE Verification Certification as per the requirements stipulated in Annexure A: B-BBEE Claims Form Note: failure to provide these required documents at the closing date and time of the RFQ will result in an automatic score of zero being allocated for preference	
- Original valid Tax Clearance Certificate [Consortia / Joint Ventures must submit a separate Tax Clearance Certificate for each party]	
ANNEXURE A – B-BBEE Preference Points Claim Form	

RFQ FOR PROVISION OF CLEANING SERVICE AT PARKSTATION (JHB) FOR THE PERIOD OF 24 MONTHS (2 YRS).**CONTINUED VALIDITY OF RETURNABLE DOCUMENTS**

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

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RFQ FOR PROVISION OF CLEANING SERVICE AT PARKSTATION (JHB) FOR THE PERIOD OF 24 MONTHS (2 YRS).**SECTION 3
QUOTATION FORM**

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

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

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

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

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

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Respondent's Signature

Date & Company Stamp

RFQ FOR PROVISION OF CLEANING SERVICE AT PARKSTATION (JHB) FOR THE PERIOD OF 24 MONTHS (2 YRS).

Price Schedule

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

NB: Suppliers to provide their proposal as per specification and number of office and passage to be cleaned

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RFQ FOR PROVISION OF CLEANING SERVICE AT PARKSTATION (JHB) FOR THE PERIOD OF 24 MONTHS (2 YRS).

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

Notes to Pricing:

- 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.

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

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

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

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

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

RFQ FOR PROVISION OF CLEANING SERVICE AT PARKSTATION (JHB) FOR THE PERIOD OF 24 MONTHS (2 YRS).

SIGNED at _____ on this ____ day of _____ 20__

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

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Respondent's Signature_____
Date & Company Stamp

RFQ FOR PROVISION OF CLEANING SERVICE AT PARKSTATION (JHB) FOR THE PERIOD OF 24 MONTHS (2 YRS).**SECTION 4****RFQ DECLARATION AND BREACH OF LAW FORM**

NAME OF ENTITY: _____

We _____ do hereby certify that:

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

Respondent's Signature_____
Date & Company Stamp

RFQ FOR PROVISION OF CLEANING SERVICE AT PARKSTATION (JHB) FOR THE PERIOD OF 24 MONTHS (2 YRS).

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

ADDRESS:

Indicate nature of relationship with Transnet:

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

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

BREACH OF LAW

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

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

NATURE OF BREACH:

DATE OF BREACH:

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

SIGNED at _____ on this _____ day of _____ 20____

RFQ FOR PROVISION OF CLEANING SERVICE AT PARKSTATION (JHB) FOR THE PERIOD OF 24 MONTHS (2 YRS).

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

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RFQ FOR PROVISION OF CLEANING SERVICE AT PARKSTATION (JHB) FOR THE PERIOD OF 24 MONTHS (2 YRS).**RFQ NUMBER HOAC-JHB-19665****RFQ SITE MEETING****A COMPULSORY INFORMATION MEETING WILL BE HELD AT THE FOLLOWING VENUE:**Venue : **PARKSTATION, JOHANNESBURG**Time : **10 H00**Date : **15 OCTOBER 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 CERTIFICATE

This is to certify that.....

Representative/s of

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

•

.....
TRANSNET'S REPRESENTATIVE.....
TENDERER'S REPRESENTATIVE

DATE

3. VERY IMPORTANT

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

RFQ FOR PROVISION OF CLEANING SERVICE AT PARKSTATION (JHB) FOR THE PERIOD OF 24 MONTHS (2 YRS).**STATEMENT OF COMPLIANCE WITH THE REQUIREMENTS OF
THE SCOPE OF WORK**

I, _____ (insert name of Director or as per Authority Resolution
from Board of Directors)

Of _____ (insert name of Company)

Hereby acknowledges having read, understood and agree to the requirements of the
scope of work described in this tender document and at the compulsory tender
briefing meeting.

Signed this on day _____ at

Signature

RFQ FOR PROVISION OF CLEANING SERVICE AT PARKSTATION (JHB) FOR THE PERIOD OF 24 MONTHS (2 YRS).

RFQ FOR THE PROVISION OF CLEANING SERVICE AT PARKSTATION (JHB) FOR THE PERIOD OF TWO YEARS

SECTION 5

ANNEXURE A: B-BBEE PREFERENCE POINTS CLAIM FORM

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

1. INTRODUCTION

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

2. GENERAL DEFINITIONS

- 2.1 "**all applicable taxes**" include value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 "**B-BBEE**" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 "**B-BBEE status of contributor**" means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 "**Bid**" means a written offer in a prescribed or stipulated form in response to an invitation by Transnet for the provision of goods, works or services;
- 2.5 "**Broad-Based Black Economic Empowerment Act**" means the Broad-Based Black Economic Empowerment Act, 2003 [Act No. 53 of 2003];
- 2.6 "**comparative price**" means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration;
- 2.7 "**consortium or joint venture**" means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract;

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- 2.8 **"contract"** means the agreement that results from the acceptance of a bid by Transnet;
- 2.9 **"EME"** means any enterprise with an annual total revenue of R5 [five] million or less as per the 2007 version of the B-BBEE Codes of Good Practice and means any enterprise with an annual total revenue of R10 [ten] million or less as per the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928;
- 2.10 **"firm price"** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs and excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **"functionality"** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **"non-firm prices"** means all prices other than "firm" prices;
- 2.13 **"person"** includes reference to a juristic person;
- 2.14 **"QSE"** means any enterprise with an annual total revenue between R5 [five] million and R35 [thirty five] million as per the 2007 version of the B-BBEE Codes of Good Practice and means any enterprise with an annual total revenue of between R10 [ten] million and R50 [fifty] million as per the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928
- 2.15 **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.16 **"subcontract"** means the primary contractor's assigning or leasing or making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.17 **"total revenue"** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
- 2.18 **"trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 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

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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.

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

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

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

- 4.2 Bidders who qualify as EMEs in terms of the 2007 version of the Codes of Good Practice must submit certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EME's with B-BBEE Status Level Certificates.
- 4.3 Bidders who qualify as EMEs in terms of the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928 are only required to obtain a sworn affidavit on an annual basis confirming that the entity has an Annual Total Revenue of R10 million or less and the entity's Level of Black ownership.
- 4.4 In terms of the 2007 version of the Codes of Good Practice, Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 4.5 The Department of Trade and Industry recently revised the Codes of Good Practice on 11 October 2013 [Government Gazette No. 36928]. The Revised Codes will replace the Black Economic Empowerment Codes of Good Practice issued on 9 February 2007. The Revised Codes provide for a

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transitional period ending 30 April 2015. During the transitional period, companies may elect to be measured in terms of the Revised Codes or the 2007 version of the Codes. Companies which are governed by Sector-specific Codes will be measured in terms of those Sector Codes.

- 4.6 As such, Transnet will accept B-BBEE certificates issued based on the Revised Codes. Transnet will also continue to accept B-BBEE certificates issued in terms of the 2007 version of the Codes provided it was issued before 1 May 2015. Thereafter, Transnet will only accept B-BBEE certificates issued based on the Revised Codes.
- 4.7 In terms of the Revised Codes of Good Practice, Bidders who qualify as QSEs must comply with all the elements of B-BBEE for the purposes of measurement. QSEs that are at least 51% or 100% Black owned are only required to obtain a sworn affidavit on an annual basis confirming that the entity has an Annual Total Revenue of R50 million or less and the entity's Level of Black ownership. Large enterprises must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 4.8 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.
- 4.9 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.
- 4.10 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.
- 4.11 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.
- 4.12 A person awarded a contract may not subcontract more than 25% [twenty-five per cent] of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.
- 4.13 Bidders are to note that in terms of paragraph 2.6 of Statement 000 of the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928, any representation made by an entity about its B-BBEE compliance must be supported by suitable evidence or documentation. As such, Transnet reserves the right to request such evidence or documentation from Bidders in order to verify any B-BBEE recognition claimed.

5. B-BBEE STATUS AND SUBCONTRACTING

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

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

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

5.2 Subcontracting:

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

If YES, indicate:

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

5.3 Declaration with regard to Company/Firm

- (i) Name of Company/Firm.....
- (ii) VAT registration number.....
- (iii) Company registration number.....
- (iv) Type of Company / Firm [TICK APPLICABLE BOX]

☐ Partnership/Joint Venture/Consortium

☐ One person business/sole propriety

☐ Close Corporations

☐ Company (Pty) Ltd

- (v) Describe Principal Business Activities
-
-

- (vi) Company Classification [TICK APPLICABLE BOX]

☐ Manufacturer

☐ Supplier

☐ Professional Service Provider

☐ Other Service Providers, e.g Transporter, etc

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

BID DECLARATION

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

- (i) The information furnished is true and correct.
- (ii) In the event of a contract being awarded as a result of points claimed as shown in

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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.

.....

2.

.....

SIGNATURE OF BIDDER

DATE:

COMPANY NAME:

ADDRESS:

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SECTION 6

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 (when 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?		
- If yes provide a copy of the policy (ANNEXURE #)		
- Does the company have an SHE Management system e.g NOSA, OHSAS, IRCA System etc		
- If yes provide details		
- Is there a company SHE Management System, procedures manual or plan?		
- If yes provide a copy of the content page(s)		
- Are the SHE responsibilities clearly identified for all levels of Management and employees?		
- If yes provide details		

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2. Safe Work Practices and Procedures		
- Are safe operating procedures or specific safety instructions relevant to its operations available?		
- If yes provide a summary listing of procedures or instructions		
- Is there a SHE incident register? If yes provide a copy		
- Are Risk Assessments conducted and appropriate techniques used?		
- 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?		
- If yes provide examples of safety training records		
4. SHE Workplace Inspection		
- Are regular health and safety inspections at worksites undertaken?		
-If yes provide details		
- Is there a procedure by which employees can report hazards at workplaces?		
- If yes provide details		
5. SHE Consultation		
- Is there a workplace SHE committee?		
- Are employees involved in decision making over SHE matters?		
- If yes provide details		
- Are there appointed SHE representatives?		
- Comments		
6. SHE Performance Monitoring		

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<p>- Is there a system for recording and analysing health and safety performance statistics including injuries and incidents?</p> <p>- If yes provide details</p>		
<p>- Are employees regularly provided with information on company health and safety performance?</p> <p>- If yes provide details</p>		
<p>Is company registered with workmen's compensation and up to date?</p> <p>- If yes provide proof of letter of good standing</p>		
<p>- Has the company been fined or convicted of an occupational health and safety offence?</p> <p>- If yes provide details</p>		

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			

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

Signed

Respondent's Signature

Date & Company Stamp