

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-22559

**FOR THE PROVISION OF COMBINED CLEANING SERVICES AT 39 WOLMARANS
AND 8 HILLSIDE BUILDING FOR A PERIOD OF THREE (03) MONTHS.**

ISSUE DATE	: 20 SEPTEMBER 2016
COLLECTION DUE DATE	: 27 SEPTEMBER 2016
BRIEFING DATE	: 28 SEPTEMBER 2016, 10:00 AM
CLOSING DATE	: 04 OCTOBER 2016
CLOSING TIME	: 10:00 AM
CLOSING VENUE	: GROUND FLOOR TENDER BOX, 21 WELLINGTON ROAD PARKTOWN
BID VALIDITY	: 10 FEBRUARY 2017

**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 CLOSING DATE.**

Section 1
NOTICE TO BIDDERS

1 Invitation to bid

DESCRIPTION	For The Provision Of Combined Cleaning Services At 39 Wolmarans And 8 Hillside Building For A Period Of Three (03) Months
BID FEE AND BANKING DETAILS	<p>A Bid fee of R250 [inclusive of VAT] per set is applicable, if the RFQ is to be collected from the Transnet Freight Rail Tender Office.</p> <p>Payment is to be made as follows:</p> <p>Account Name : Transnet Freight Rail Account : Standard Bank Account number : 203158598 Branch code : 004805</p> <p>NOTE – This amount is not refundable. A receipt for such payment made must be presented when collecting the RFP documents and submitted thereafter with your Proposal.</p>
COLLECT DOCUMENTS FROM	<p>This bid may be downloaded free of charge directly from the Transnet Freight Rail tender website at; http://www.transnetfreightrail-tfr.net/Supplier/Pages/Tenders.aspx</p> <p>Alternatively, this RFQ may be purchased at R250 [inclusive of VAT] per set for those Bidders that require a copy from Transnet rather than downloading from the website. If a copy of the tender document is required, prior arrangements must be made one (1) day in advance and the tender document may be collected between 09:00 and 15:00 from [20 SEPTEMBER 2016] until [27 SEPTEMBER 2016].</p> <p>This RFQ may be picked up from the following address: RECEPTION, TENDER ADVICE CENTRE, INYANDA HOUSE 1, GROUND FLOOR, 21 WELLINGTON ROAD, PARKTOWN, JOHANNESBURG</p>
COMPULSORY BRIEFING SESSION	<p>A compulsory pre-proposal site meeting and RFQ briefing will be conducted at 39 Wolmarans Street Johannesburg on the 28 September 2016, at 10:00 AM for a period of ± 2 hours. [Respondents to provide own transportation and accommodation]. The briefing session will start punctually and information will not be repeated for the benefit of Respondents arriving late.</p> <p>1.1 A Certificate of Attendance set out in Section 5 hereto must be completed and submitted with your Proposal as proof of attendance is required for a compulsory RFQ briefing.</p> <p>1.2 Respondents failing to attend the compulsory RFQ briefing will be disqualified.</p>
CLOSING DATE	<p>10:00 AM on Tuesday 04 OCTOBER 2016</p> <p>This tender shall close punctually at the following address: The Chairperson, Transnet Freight Rail Acquisition Council, Inyanda House 1, 21 Wellington Rd, Parktown, JOHANNESBURG, 2001.</p> <p>As a general rule, if a bid is late or delivered to the incorrect address, it will not be accepted for consideration.</p>
VALIDITY PERIOD	<p>90 Business Days from Closing Date. End of validity period: 10 FEBRUARY 2017</p> <p>Bidders are to note that they may be requested to extend the validity period of their bid, on the same terms and conditions, if the internal evaluation process has not been finalised within the validity period.</p>

5 Legal Compliance

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

6 Changes to Quotations

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

7 Pricing

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

8 Prices Subject to Confirmation

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

9 Binding Offer

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

10 Disclaimers

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

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

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

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

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

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.

11 Specification/Scope of Work**ANNEXURE "B"****REQUIREMENT / SPECIFICATION:****3 month cleaning of 39 Wolmarans building****Recommended number of cleaners for 39 Wolmarans is 3 cleaners.**

Item No	Description of Services	Unit of Measure	Quantity
1	1.1 Offer complete cleaning service on the 7 th floor of 39 Wolmarans building for 3 months. 1.2 Vacuum floors, kitchen, boardrooms, office spaces daily as and when required (Offices / passages / etc.) 1.3 Empty bins daily as and when required 1.4 Dusting of workstations daily 1.5 Clean and wipe lift walls and vacuum floors daily 1.6 Spot check and clean stains and spillages. 1.7 Remove waste from work areas to the waste bin areas 1.8 Wipe clean windows, doors and panes daily as and when required	SQM	624.9
2	2.1 Offer complete daily cleaning service on the basement parking floors of 39 Wolmarans building for 3 months. 2.2 Sweep daily and as required. 2.3 Clean oil spillages and wipe water as and when required.	EA	6
3	3.1 Offer complete cleaning service on the male and female ablution areas of 39 Wolmarans building for 3 months. 3.2 Cleaning of toilets daily and monitor throughout 3.3 Empty bins 3.4 Replenish hygiene consumables (Soap, Sprays, disinfectants, paper towel, etc) as supplied by Transnet or hygiene service provider.	EA	4
4	4.1 Offer complete cleaning service on the Ground floors of 39 Wolmarans building for 3 months. 4.2 Sweep and mop floors daily.	SQM	600

	4.3 Remove waste and clean desks.		
5	Offer garden services and cleaning around the perimeters of 39 Wolmarans street building for 3 months	EA	1
6	Supply and replenish double ply toilet paper daily (Male and Female around the 7 th floor; Male and female around the Ground floor)	EA	24 Daily

3 month cleaning of 8 Hillside building.

Recommended number of cleaners for 8 Hillside is 5 cleaners including supervisor.

Item No	Description of Services	Unit of Measure	Quantity
1	Offer complete cleaning service on the Ground floor of 8 Hillside building for 3 months.	SQM	1100
2	Offer complete cleaning service on the 1st floor of 8 Hillside building for 3 months. NB: Only from 1 November	SQM	618
3	Offer complete cleaning service of the 2nd floor of 8 Hillside building for 3 months.	SQM	1180
4	Offer complete cleaning service of the 3rd floors of 8 Hillside building for 3 months. (Commercial = 688sqm, ODP1 = 759sqm; ODP2 = 962sqm)	SQM	2409
5	For all the above floors at 8 Hillside: 5.1 Vacuum floors, kitchen, boardrooms, office spaces daily as and when required (Offices / passages / etc.) 5.2 Empty bins daily as and when required. 5.3 Dusting of workstations daily. 5.4 Spot check and clean stains and spillages. 5.5 Remove waste from work areas to the waste bin areas. 5.6 Wipe clean windows, doors and panes daily as and when required.		

12 National Treasury Central Supplier Database Registration

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

Please follow the following steps to register your company on the National Treasury Central Supplier Database and confirm your registration by submitting your National Treasury "MAAA" supplier reference number.

Step 1: Access the CSD site on <https://secure.csd.gov.za/>

Step 2: Register a new CSD account <https://secure.csd.gov.za/Account/Register>

Step 3: Receive an activation email and click activate account

Step 4: Activate account by requesting and entering the OTP

Step 5: Log in the CSD

Step 6: Complete supplier identification information

Step 7: Complete contact information

Step 8: Complete address information

Step 9: Complete bank account information

Step 10: Complete tax information

Step 11: Complete directors/members information (if non-CIPC company)

Step 12: Complete associations (if relevant)

Step 13: Complete commodities information

Step 14: Complete B-BBBEE information (future phase)

Step 15: Maintain users

Step 16: Complete notification information

Step 17: Complete accreditations

Step 18: Click on submit

Step 19: A CSD supplier number and unique registration reference number is auto-generated and communicated

Transnet urges its clients, suppliers and the general public to report any fraud or corruption to

TIP-OFFS ANONYMOUS : 0800 003 056

<p>RFQ FOR THE PROVISION OF COMBINED CLEANING SERVICES AT 39 WOLMARANS AND 8 HILLSIDE BUILDING FOR A PERIOD OF THREE (03) MONTHS.</p> <p>CLOSING VENUE: GROUND FLOOR TENDER BOX, 21 WELLINGTON ROAD PARKTOWN</p> <p>CLOSING DATE & TIME: 04 OCTOBER 2016</p> <p>VALIDITY PERIOD: 10 February 2017</p>

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	<ul style="list-style-type: none"> • Completeness of all returnable Documents • Valid letter of good standing from the department of labour • Section 5 Certificate of Briefing Session Attendance • Proof of Registration with National Treasury Central Supplier Database
Substantive responsiveness	<p>Prequalification criteria, if any, must be met and whether the Bid materially complies with the scope and/or specification given.</p> <ul style="list-style-type: none"> • Compliance to Specifications Clause by Clause Declaration • Material Safety Data Sheet for all Cleaning Products • Completion of Tenderer SHE Management System Questionnaire • Salary Schedule Indicating Rates As Per Labour Regulations
Final weighted evaluation based on 80/20 preference point	<p>Pricing and price basis [firm]</p> <p>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.</p>

2 Validity Period

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

This RFQ is valid until 10 February 2017.

Respondent's Signature

Date & Company Stamp

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.

Mandatory Returnable Documents	Submitted [Yes or No]
SECTION 3 : Quotation Form	
Compliance to Specifications Clause by Clause Declaration	
Material Safety Data Sheet for all Cleaning Products	
Completion of Tenderer SHE Management System Questionnaire	
Salary Schedule Indicating Rates As Per Labour Regulations	

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:

- 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	
Section 5 Certificate of Attendance	
Valid letter of good standing from the department of labour	
Valid and original, or a certified copy, of your entity's B-BBEE Verification Certification as	

Respondent's Signature

Date & Company Stamp

Essential Returnable Documents	Submitted [Yes or No]
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	
Proof of Registration with National Treasury Central Supplier Database	
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	

CONTINUED VALIDITY OF RETURNABLE DOCUMENTS

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

 Respondent’s Signature

 Date & Company Stamp

RFQ FOR THE PROVISION OF COMBINED CLEANING SERVICES AT 39 WOLMARANS AND 8 HILLSIDE BUILDING FOR A PERIOD OF THREE (03) 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 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;
- 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

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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 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.

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- 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 a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EME's with B-BBEE Status Level Certificates.
- 4.3 Bidders who qualify as EMEs in terms of the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928 are **only required to obtain a sworn affidavit** on an annual basis confirming that the entity has an Annual Total Revenue of R10 million or less and the entity's Level of Black ownership.
- 4.4 In terms of the 2007 version of the Codes of Good Practice, Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 4.5 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 transitional period ending 30 April 2015. During the transitional period, companies may elect to be measured in terms of

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- 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.

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5. B-BBEE STATUS AND SUBCONTRACTING

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

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

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

5.2 Subcontracting:

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

If YES, indicate:

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

5.3 Declaration with regard to Company/Firm

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

 Respondent's Signature

 Date & Company Stamp

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.

2.

SIGNATURE OF BIDDER

DATE:.....

COMPANY NAME:

ADDRESS:.....

Respondent's Signature

Date & Company Stamp

ANNEXURE C

Clause By Clause Compliance to Specification Declaration

Item No	Description	Comply	Do not Comply	Reason for Non-Compliance
39 Wolmarans				
1				
1.1	Offer complete cleaning service on the 7th floor of 39 Wolmarans building for 3 months.			
1.2	Vacuum floors, kitchen, boardrooms, office spaces daily as and when required (Offices / passages etc.)			
1.3	Empty bins daily as and when required			
1.4	Dusting of workstations daily			
1.5	Clean and wipe lift walls and vacuum floors daily			
1.6	Spot check and clean stains and spillages.			
1.7	Remove waste from work areas to the waste bin areas			
1.8	Wipe clean windows, doors and panes daily as and when required			

 Respondent's Signature

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2				
2.1	Offer complete daily cleaning service on the basement parking floors of 39 Wolmarans building for 3 months.			
2.2	Sweep daily and as required.			
2.3	Clean oil spillages and wipe water as and when required			
3				
3.1	Offer complete cleaning service on the male and female ablution areas of 39 Wolmarans building for 3 months.			
3.2	Cleaning of toilets daily and monitor throughout			
3.3	Empty bins			
3.4	Replenish hygiene consumables (Soap, Sprays, disinfectants, paper towel, etc) as supplied by Transnet or hygiene service provider			

 Respondent's Signature

 Date & Company Stamp

Item No	Description	Comply	Do not Comply	Reason for Non-Compliance
4				
4.1	Offer complete cleaning service on the Ground floors of 39 Wolmarans building for 3 months			
4.2	Sweep and mop floors daily			
4.3	Remove waste and clean desks			
5	Offer garden services and cleaning around the perimeters of 39 Wolmarans street building for 3 months			
6	Supply and replenish double ply toilet paper daily (Male and Female around the 7th floor; Male and female around the Ground floor)			
8 Hillside				
1	Offer complete cleaning service on the Ground floor of 8 Hillside building for 3 months.			
2	Offer complete cleaning service on the 1st floor of 8 Hillside building for 3 months. NB: Only from 1 November			
3	Offer complete cleaning service			

 Respondent's Signature

 Date & Company Stamp

	of the 2nd floor of 8 Hillside building for 3 months.			
4	Offer complete cleaning service of the 3rd floors of 8 Hillside building for 3 months. (Commercial = 688sqm, ODP1 = 759sqm; ODP2 = 962sqm)			
5	For all the above floors at 8 Hillside:			
5.1	Vacuum floors, kitchen, boardrooms, office spaces daily as and when required (Offices / passages / etc.)			
5.2	Empty bins daily as and when required			
5.3	Dusting of workstations daily			
5.4	Spot check and clean stains and spillages			
5.5	Remove waste from work areas to the waste bin areas.			
5.6	Wipe clean windows, doors and panes daily as and when required.			

 Respondent's Signature

 Date & Company Stamp

SECTION 3 QUOTATION FORM

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

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

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

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

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

Price Schedule

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

3 month cleaning of 39 Wolmarans building

Recommended number of cleaners for 39 Wolmarans is 3 cleaners.

Item No	Description of Services	Unit of Measure	Quantity	Price for Three Months
1	<ul style="list-style-type: none"> - Offer complete cleaning service on the 7th floor of 39 Wolmarans building for 3 months. - Vacuum floors, kitchen, boardrooms, office spaces daily as and when required (Offices / passages / etc.) - Empty bins daily as and when required - Dusting of workstations daily - Clean and wipe lift walls and vacuum floors daily - Spot check and clean stains and spillages. - Remove waste from work areas to the waste bin areas 	SQM	624.9	

Respondent's Signature

Date & Company Stamp

RFQ for the Provision of Combined Cleaning Services At 39 Wolmarans And 8 Hillside Building For A Period Of Three (03) Months.

	- Wipe clean windows, doors and panes daily as and when required			
2	<ul style="list-style-type: none"> - Offer complete daily cleaning service on the basement parking floors of 39 Wolmarans building for 3 months. - Sweep daily and as required. - Clean oil spillages and wipe water as and when required. 	EA	6	
3	<ul style="list-style-type: none"> - Offer complete cleaning service on the male and female ablution areas of 39 Wolmarans building for 3 months. - Cleaning of toilets daily and monitor throughout - Empty bins - Replenish hygiene consumables (Soap, Sprays, disinfectants, paper towel, etc) as supplied by Transnet or hygiene service provider. 	EA	4	
4	<ul style="list-style-type: none"> - Offer complete cleaning service on the Ground floors of 39 Wolmarans building for 3 months. - Sweep and mop floors daily. <p>Remove waste and clean desks.</p>	SQM	600	
5	Offer garden services and cleaning around the perimeters of 39 Wolmarans street building for 3 months	EA	1	
6	Supply and replenish double ply toilet paper daily (Male and Female around the 7 th floor; Male and female around the Ground floor)	EA	24 Daily	
	SUB-TOTAL			

 Respondent's Signature

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3 month cleaning of 8 Hillside building.**Recommended number of cleaners for 8 Hillside is 5 cleaners including supervisor.**

Item No	Description of Services	Unit of Measure	Quantity	Price for three Months
1	Offer complete cleaning service on the Ground floor of 8 Hillside building for 3 months.	SQM	1100	
2	Offer complete cleaning service on the 1st floor of 8 Hillside building for 3 months. NB: Only from 1 November	SQM	618	
3	Offer complete cleaning service of the 2nd floor of 8 Hillside building for 3 months.	SQM	1180	
4	Offer complete cleaning service of the 3rd floors of 8 Hillside building for 3 months. (Commercial = 688sqm, ODP1 = 759sqm; ODP2 = 962sqm)	SQM	2409	
	SUB-TOTAL			
	Total Bid Value Excluding VAT			
	VAT			
	Total Bid Value Including VAT			

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.
- c) Price quoted on the pricing schedule should include labour costs

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.

Respondent's Signature_____
Date & Company Stamp

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.

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: _____

 Respondent’s Signature

 Date & Company Stamp

ANNEXURE D

STATUTORY LABOURERS MINIMUM 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 3 Months

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

Company Name: _____

Contact person: _____

Tel: _____

Date: _____

 Respondent's Signature

 Date & Company Stamp

ANNEXURE E**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? - 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		

 Respondent's Signature

 Date & Company Stamp

2. Safe Work Practices and Procedures		
<p>- Are safe operating procedures or specific safety instructions relevant to its operations available?</p> <p>- If yes provide a summary listing of procedures or instructions</p>		
<p>- Is there a SHE incident register? If yes provide a copy</p>		
<p>- Are Risk Assessments conducted and appropriate techniques used?</p> <p>- If yes provide details</p>		
3. SHE Training		
<p>Describe briefly how health and safety training is conducted in your company:</p>		
<p>- Is a record maintained of all training and induction programs undertaken for employees in your company?</p> <p>- If yes provide examples of safety training records</p>		
4. SHE Workplace Inspection		
<p>- Are regular health and safety inspections at worksites undertaken?</p> <p>-If yes provide details</p>		
<p>- Is there a procedure by which employees can report hazards at workplaces?</p> <p>- If yes provide details</p>		
5. SHE Consultation		
<p>- Is there a workplace SHE committee?</p>		
<p>- Are employees involved in decision making over SHE matters?</p> <p>- If yes provide details</p>		
<p>- Are there appointed SHE representatives?</p> <p>- Comments</p>		

Respondent's Signature

Date & Company Stamp

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

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

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:

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

ADDRESS:

Respondent’s Signature

Date & Company Stamp

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__

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

 Respondent's Signature

 Date & Company Stamp

SECTION 5:

CERTIFICATE OF ATTENDANCE OF COMPULSORY SITE MEETING

COMPULSORY INFORMATION MEETING WILL BE HELD AT THE FOLLOWING VENUE:

Venue : **Transnet Freight Rail, 39 Wolmarans Street, Johannesburg**
Time : **10:00 AM**
Date : **28 September 2016**

ATTENDANCE CERTIFICATE

This is to certify that

Representative(s) of..... *[Name of entity]*

Have/has attended the site meeting / RFQ briefing in respect of the proposed Goods to be supplied in terms of this RFQ.

TRANSNET'S REPRESENTATIVE

RESPONDENT'S REPRESENTATIVE

DATE: _____

DATE: _____

EMAI: _____

VERY IMPORTANT

BIDDERS WHO DID NOT ATTEND COMPULSORY BRIEFING SESSION WILL AUTOMATICALLY BE EXCLUDED FROM THE BUSINESS AWARDING PROCESS.

Respondent's Signature

Date & Company Stamp