

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-22575

FOR THE PROVISION OF MULTI-SITE RE-CERTIFICATION IN ACCORDANCE WITH ISO 9001:2015 STANDARDS FOR MINERAL MINING AND CHROME BUSINESS UNIT (NELSPRUIT, WATERVAL BOVEN, KOMATIPOORT, PHALABORWA AND WITBANK), COAL BUSINESS UNIT (RICHARDSBAY, ERMELO, VRYHEID & OGIES), STEEL AND CEMENT BUSINESS UNIT (KRUGERSDORP, PYRAMID SOUTH, VEREENIGING NELSPRUIT, POLOKWANE AND RUSTENBURG) AND NATIONAL COMMAND CENTRE AT PARKTOWN FOR A PERIOD OF THREE YEARS.

ISSUE DATE	: 22 SEPTEMBER 2016
COLLECTION DUE DATE	: 29 SEPTEMBER 2016
BRIEFING SESSION DATE	: 30 SEPTEMBER 2016 10:00AM
BRIEFING VENUE	: TRANSNET FREIGHT RAIL, INYANDA HOUSE 2, BOMBELA BOARD ROOM, 15 GIRTON ROAD, PARKTOWN
CLOSING DATE	: 11 OCTOBER 2016
CLOSING TIME	: 10:00 AM
CLOSING VENUE	: 21 WELLINGTON ROAD, INYANDA HOUSE 1, TENDER BOX GROUND FLOOR
BID VALIDITY	: 17 FEBRUARY 2017

PLEASE BRING THE VALID TENDER DOCUMENT ON THE DAY OF BRIEFING

Section 1

NOTICE TO BIDDERS

1 Invitation to bid

DESCRIPTION	PROVISION OF MULTI-SITE RE-CERTIFICATION IN ACCORDANCE WITH ISO 9001:2015 STANDARDS FOR MINERAL MINING AND CHROME BUSINESS UNIT (NELSPRUIT, WATERVAL BOVEN, KOMATIPOORT, PHALABORWA AND WITBANK),COAL BUSINESS UNIT (RICHARDSBAY, ERMELO, VRYHEID & OGIES), STEEL AND CEMENT BUSINESS UNIT (KRUGERSDORP, PYRAMID SOUTH, VEREENIGING NELSPRUIT, POLOKWANE AND RUSTENBURG) AND NATIONAL COMMAND CENTRE AT PARKTOWN.												
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> <table><tr><td>Account Name</td><td>:</td><td>Transnet Freight Rail</td></tr><tr><td>Account</td><td>:</td><td>Standard Bank</td></tr><tr><td>Account number</td><td>:</td><td>203158598</td></tr><tr><td>Branch code</td><td>:</td><td>004805</td></tr></table> <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>	Account Name	:	Transnet Freight Rail	Account	:	Standard Bank	Account number	:	203158598	Branch code	:	004805
Account Name	:	Transnet Freight Rail											
Account	:	Standard Bank											
Account number	:	203158598											
Branch code	:	004805											
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 [22 September 2016] until [29 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 RFQ briefing will be conducted at Transnet Freight Rail, 15 Girton Road, Inyanda House 2, Bombela Boardroom, Parktown</p> <p>30 September 2016, at 10:00 am for a period of ± 1.5 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 <i>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.</i></p> <p>1.2 Respondents failing to attend the compulsory RFQ briefing will be disqualified.</p>												
CLOSING DATE	<p>10:00 on Tuesday 11 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	90 Business Days from Closing Date. End of validity period: 17 February 2017 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.
SPECIAL CONDITIONS	Bidders are to note that this bid may also be downloaded directly from the Transnet Freight Rail tender website free of charge. If Bidders intend to download the bid off the Portal, they are required to indicate their intention to respond to this bid by 29 September 2016 by sending an email with their contact details to the following address: Anthonie.Erasmus@transnet.net . This is to ensure that any required communication (e.g. addenda to the bid) in relation to this bid reaches those intending to respond. Transnet will not be held liable if Bidders do not respond by this date and do not receive the latest information regarding this Bid as a result thereof.

2 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.

3 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 exceed R1 000 000 (all applicable taxes included); and therefore the **90/10** 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.

4 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: Brenda Baloyi

Email: Brenda.Baloyi@Transnet.net

Telephone: 011 584 0662

Respondents may also, at any time after the closing date of the RFQ, communicate the following individuals on any matter relating to its RFQ response:

Name	Email address	Telephone	Fax
Lolo Sokhela	Lolo.sokhela@transnet.net	011 544 9494	011 774 9186
Thuli Mathebula	Thuli.mathebula@transnet.net	011 544 9497	011 774 9129

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

11.1 QUALITY MANAGEMENT SYSTEM MULTI-SITE RE-CERTIFICATION: TRANSNET FREIGHT RAIL

MINERAL, MINING AND CHROME BUSINESS UNIT

The details with regard to the re-certification are as follows:

Company particulars

Name : Transnet Freight Rail a Division of Transnet SOC Limited.

Areas involved : Nelspruit, Waterval Boven, Komatipoort, Phalaborwa and Witbank

Controlling office : Nelspruit

Main activities performed : Yard operations, Train Crew management, Train Control

Depots per site:

Operational Area	Functions	Total Number of personnel	Number of shifts
Nelspruit	Yards: Nelspruit	44	3
	Train Crew: Nelspruit	44	
	Train Control: Kaapmuiden	22	
Waterval Boven	Yards: Ngodwana and Waterval Boven	1 18	3
	Train Crew: Waterval Boven	51	
	Train control: Waterval Boven	7	
Komatipoort	Yards: Komatipoort	60	3
	Train Crew: Komatipoort	83	

Phalaborwa	Yards: Phalaborwa	110	3
	Train Crew: Phalaborwa	69	
Witbank	Yards: Witbank, Clewer, Oosbank	103	3
	Train Crew: Witbank	173	
	Train control: Witbank	20	
Lydenburg	Yards: Lydenburg, Belfast and Steelpoort	42	3
	Train Crew: Lydenburg	58	

Contact person

Management Representative: Nosiphiwo Sibozo
Principal Consultant Quality Assurance/Audits

Tel: Number: (011) 584-0815

Cell: Number: 083 791 0753

Certification details

Areas to be certified:	Mineral, Mining and Chrome Business Unit Multi-site re-certification (Nelspruit, Waterval Boven, Komatipoort, Phalaborwa and Witbank)
Certification Status:	MMC ISO 9001:2008 Multi-site, expiring on 31 January 2017
Exclusions:	None
Scope of listing:	Collection, transportation and delivery of consignments by rail
Complexity of the process:	Services rendered, are executed at various depots situated within the sites, however, all the planning and monitoring activities take place on a centralized basis.
Activities:	Business Unit activities consists of management component, supporting operational and administrative personnel decentralized in the various sites. Approximately 80% of the supervisory and execution personnel work shifts on a 24/7 basis.

Certification Requirements:	Obtain a Multi-Site re-certification for Mineral, Mining and Chrome Business Unit (Nelspruit, Waterval Boven, Komatipoort, Phalaborwa and Witbank in November 2016 in accordance with the ISO 9001:2015 Standard for a period of three (3) years.
Pricing:	The fees schedule to be detailed as follows: see attached pricing schedule Section 3

11.2

**QUALITY MANAGEMENT SYSTEM RE-CERTIFICATION:
TRANSNET FREIGHT RAIL**

COAL BUSINESS UNIT

The details with regards to the re-certification are as follows:

Company particulars

Name : Transnet Freight Rail a Division of Transnet SOC Limited.

Areas involved : Richards bay 2279, Richards bay GFB, Vryheid, and Ogies

Controlling office : Richards bay

Main activities performed : Yard operations, Train Crew management, Train Control

Depots per site:

Operational Area	Functions	Number of personnel	Number of shifts
Richards bay 2279	Yards: 2279-Yard and Empangeni Train Crew: Richardsbay Train Control: Nsezi	280	3
Richards Bay GFB	Yards: Nsezi, Bayview Train Crew: Bayview Train Control: Nsezi	717	3
Ermelo	Yards: Ermelo Train Crew:	1050	3

		Ermelo Train Control: Ermelo		
	Vryheid	Yards: Vryheid and Piet Retief Train Crew: Piet Retief and Vryheid Train Control: Vryheid	271	3
	Ogies	Yards: Ogies and Saaiwater Train Crew: Ogies Train Control: Ogies	364	3

Certification details

Area to be certified:	Multi-site re-certification for Coal Business Unit at Ermelo, Ogies, Richard Bay (Coal) and Vryheid Operational areas
Certification Status:	Multi-site re-certification towards ISO 9001:2015 for Coal Business Unit
Exclusions:	None
Scope of listing:	Collection, transportation and delivery of consignments by rail
Complexity of the process:	Services rendered, are executed in the various depots situated within the sites, however, all the planning and monitoring activities take place on a centralized basis.
Activities:	The Business Unit activities consist of a management component and supporting operational and administrative personnel decentralized in the various sites. Approximately 80% of the supervisory and execution personnel work shifts on a 24/7 basis.
Certification Requirements:	Obtain a Multi-site re-certification Coal Business Unit (Ermelo, Ogies, Richard Bay and Vryheid) in April 2017 in accordance with the ISO 9001:2015 Standard for a period of three (3) years.
Pricing:	The fees schedule to be detailed as follows: The fees schedule to be detailed as follows: see attached pricing schedule Section 3.

11.3 TRANSNET FREIGHT RAIL MULTI-SITE QUALITY MANAGEMENT SYSTEM RE-CERTIFICATION: STEEL AND CEMENT BUSINESS UNIT

The details with regard to the re-certification are as follows:

Company particulars

Name:	Transnet Freight Rail a Division of Transnet SOC Limited.
Areas involved:	Krugersdorp, Pyramid South, Vereeniging, Polokwane and Rustenburg
Controlling office:	Isando
Main activities performed:	Yard operations, Train Crew management, Train Control
Depots per site:	

<u>Isando Head Office</u>
Operations Steel and Cement executive leadership (Top Management x 9)
General Manager
Executive Manager: Human Capital
Executive Manager: Organisational Development & Performance
Executive Manager: Sales
Executive Manager: SOC
Senior Manager: Communication
Senior Manager: Finance
Senior Manager: Risk Management
Senior Manager: Safety

Operational Area	Functions	Total Number of personnel	Number of shifts
Krugersdorp	Yards:		
	Krugersdorp	33	2
	Roodepoort	5	
	Robinson	6	
	Waterval	3	
	Langlaagte	8	
	Mafikeng	25	
	Coligny	12	
	Lichtenburg	20	
	Train Crew:		
	Krugersdorp	103	3
	Lichtenburg	100	
	Mafikeng	45	
	Train Control:		
	Millsite	26	3
	TOTAL = 386		
Pyramid South	Yards:		
	Pyramid South	49	2
	Train Crew:		
	Pyramid South	190	3
	Train Control:		
	Pyramid South	28	3
	TOTAL = 267		
Vereeniging	Yards:		
	Leeuhof	75	2
	Sasolburg	40	
	Klerksdorp	29	
	Train Crew:		
	Leeuhof	238	3
	Sasolburg	20	
	Train Control:		
	Leeuhof	25	3
	Klerksdorp	13	
	TOTAL = 440		
Polokwane	Yards:		
	Pietersburg	54	2
	Louis Trichardt	3	
	Train Crew:		
	Polokwane Loco	89	3
	Musina	38	

	Tzaneen	10	
	Train Control: Polokwane	15	3
		TOTAL = 209	
Rustenburg	Yards: Rustenburg Thabazimbi	35 23	2
	Train Crew: Thabazimbi	57	3
		TOTAL = 115	

Certification details

Areas to be certified:	Steel and Cement Business Unit Multi-site re-certification (Krugersdorp, Pyramid South, Vereeniging, Polokwane and Rustenburg)
Certification Status:	SAC ISO 9001:2008 Multi-site, expiring on 31 January 2017
Exclusions:	None
Scope of listing:	Collection, transportation and delivery of consignments by rail
Complexity of the process:	Services rendered, are executed in various depots situated within the sites, however all the planning and monitoring activities take place on a centralized basis.
Activities:	The activities consist of a management component and supporting operational and administrative personnel decentralized in the various sites. Approximately 80% of the supervisory and execution personnel work shifts on a 24/7 basis.
Certification Requirements:	Obtain a Multi-Site Re-Certification for Steel and Cement (Krugersdorp, Pyramid South, Vereeniging, Polokwane and Rustenburg) in November 2016 in accordance with the ISO 9001:2015 Standard for a period of three (3) years.
Pricing:	The fees schedule to be detailed as follows: see attached pricing schedule Section 3.

**11.4 QUALITY MANAGEMENT SYSTEM MULTI RE-CERTIFICATION:
TRANSNET FREIGHT RAIL
NATIONAL COMMAND CENTRE**

The details with regard to the re-certification are as follows:

Company particulars

Name : Transnet Freight Rail a Division of Transnet SOC Limited.

Areas involved : Parktown

Controlling office : Inyanda House, 21 Wellington Road, Parktown Johannesburg

Main activities performed : Service Design, Production Planning, production and Execution and Interface Management

Depots per site:

Functions	Total Number of personnel	Number of shifts
Service Design	43	None
Production Planning	40 (4x Train Monitors)	None 3
Production and Execution	135 4x level D Duty Managers	2
	(18 x level E (Corridor Managers)	2
	91x Chief Admin Official (Train Monitors)	3
Network Stakeholder Services	3	None

Certification details

Areas to be certified:	National Command Centre ISO 9001:2015 re-certification
Certification Status:	NCC ISO 9001:2008 certification, expiring on 31 January 2017
Exclusions:	None
Scope of listing:	Train service design, service planning, interface, train movement management, emergency response and business continuity management
Complexity of the process:	The processes entail train service design, service planning, interface management, train movement management, emergency response and business continuity management.
Activities:	The NCC's activities consist of a management component and administrative personnel supporting Business Units on 12 hour and 8 shifts basis.
Certification Requirements:	Obtain re-certification for the National Command Center (NCC) in accordance with the ISO9001:2015 in November 2016 for a period of three (3) years.
Pricing:	The fees schedule to be detailed as follows: see attached pricing schedule Section 3.

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-BBEE 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

RFQ FOR THE PROVISION OF MULTI-SITE RE-CERTIFICATION IN ACCORDANCE WITH ISO 9001:2015 STANDARDS FOR MINERAL MINING AND CHROME BUSINESS UNIT (NELSPRUIT, WATERVAL BOVEN, KOMATIPOORT, PHALABORWA AND WITBANK), COAL BUSINESS UNIT (RICHARDSBAY, ERMELO, VRYHEID & OGIES), STEEL AND CEMENT BUSINESS UNIT (KRUGERSDORP, PYRAMID SOUTH, VEREENIGING NELSPRUIT, POLOKWANE AND RUSTENBURG) AND NATIONAL COMMAND CENTRE AT PARKTOWN FOR A PERIOD OF THREE YEARS.

CLOSING VENUE: GROUND FLOOR TENDER BOX, 21 WELLINGTON ROAD, PARKTOWN

CLOSING DATE & TIME: 11 OCTOBER 2016 10:00 AM

VALIDITY PERIOD: 17 FEBRUARY 2017

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 Structure of the Organization and resources available for the project Geographical presence in the areas to be certified
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"> Contract management overview which includes planning, execution and post audit activities. Competence of Auditors: <ul style="list-style-type: none"> Provide summarized CV's that show the auditors had been trained on ISO 9001:2015 together with certificate of competence and skills relevant to the services requested. Valid Accreditation status of ISO 9001:2015 certification: <ul style="list-style-type: none"> Provide accreditation certificate of the certification body in the scheme to be audited as per the scope of work Availability of auditors for the scope of work required
Final weighted evaluation based on 90/10 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.
This RFQ is valid until 17 February 2017.

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	
ANNEXURE B : Confirmation Of Sites Tendered For	
Contract management overview which includes planning, execution and post audit activities.	
Competence of Auditors: - Provide summarized CV's that show the auditors had been trained on ISO 9001:2015 together with certificate of competence and skills relevant to the services requested.	
Valid Accreditation status of ISO 9001:2015 certification: - Provide accreditation certificate of the certification body in the scheme to be audited as per the scope of work	
Availability of auditors for the scope of work required	

- 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: Briefing Session Certificate of Attendance	
Valid Letter Of Good standing From the Department of Labour	
Structure of the Organization and resources available for the project	
Geographical presence in the areas to be certified	
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 MULTI-SITE RE-CERTIFICATION IN ACCORDANCE WITH ISO 9001:2015 STANDARDS FOR MINERAL MINING AND CHROME BUSINESS UNIT (NELSPRUIT, WATERVAL BOVEN, KOMATIPOORT, PHALABORWA AND WITBANK), COAL BUSINESS UNIT (RICHARDSBAY, ERMELO, VRYHEID & OGIES), STEEL AND CEMENT BUSINESS UNIT (KRUGERSDORP, PYRAMID SOUTH, VEREENIGING NELSPRUIT, POLOKWANE AND RUSTENBURG) AND NATIONAL COMMAND CENTRE AT PARKTOWN FOR A PERIOD OF THREE YEARS.

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 10 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 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.
- 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:

4.2

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

- 4.3 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.
- 4.4 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.
- 4.5 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.
- 4.6 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 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.

- 4.7 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.
- 4.8 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.
- 4.9 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.
- 4.10 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.
- 4.11 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.
- 4.12 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.
- 4.13 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.
- 4.14 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 10 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.....

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:.....

ANNEXURE B**Confirmation of Business Unit Tendered for**

NAME OF BUSINESS UNIT	AREAS	CONFIRMATION (please tick only Business Unit which you are tendering for)
Mineral, Mining and Chrome	Nelspruit, Waterval Boven, Komatipoort, Phalaborwa and Witbank	
Coal	Richardsbay, Ermelo, Vryheid & Ogies	
Steel and Cement	Krugersdorp, Pyramid South, Vereeniging, Polokwane and Rustenburg	
National Command Centre	Parktown	

Transnet Reserves the right to split the award of business between more than one Service Provider.

Bidders are not compelled to quote on all four Business Units. They can choose only those Business units they are interested in by ticking on the table above.

 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:

Pricing schedule

ISO 9001:2015 MULTI-SITE CERTIFICATION OF MINERAL, MINING AND CHROME BUSINESS UNIT									
	Year 1 Re-certification			Year 2 Surveillance 1			Year 3 Surveillance 2		
Activities	Description	Man-days required	Fee	Description	Man-days required	Fee	Description	Man-days required	Fee
Number of Sites to be visited									
Report writing									
Travel									
Accommodation									
Annual Certification Review Fee									
Follow-up audit (When required)									

Supplementary information can be provided as an attachment and needs to align to the information provided in the pricing schedule above.

Respondent's Signature

Date & Company Stamp

Pricing schedule

ISO 9001:2015 MULTI-SITE CERTIFICATION OF COAL BUSINESS UNIT									
	Year 1 Re-certification			Year 2 Surveillance 1			Year 3 Surveillance 2		
Activities	Description	Man-days required	Fee	Description	Man-days required	Fee	Description	Man-days required	Fee
Number of Sites to be visited									
Report writing									
Travel									
Accommodation									
Annual Certification Review Fee									
Follow-up audit (When required)									

Supplementary information can be provided as an attachment and needs to align to the information provided in the pricing schedule above.

Respondent's Signature

Date & Company Stamp

Pricing schedule

ISO 9001:2015 MULTI-SITE CERTIFICATION OF STEEL AND CEMENT BUSINESS UNIT									
	Year 1 Re-certification			Year 2 Surveillance 1			Year 3 Surveillance 2		
Activities	Description	Man-days required	Fee	Description	Man-days required	Fee	Description	Man-days required	Fee
Number of Sites to be visited									
Report writing									
Travel									
Accommodation									
Annual Certification Review Fee									
Follow-up audit (When required)									

Supplementary information can be provided as an attachment and needs to align to the information provided in the pricing schedule above.

Respondent's Signature

Date & Company Stamp

Pricing schedule

ISO 9001:2015 MULTI-SITE CERTIFICATION OF NATIONAL COMMAND CENTRE PARKTOWN									
	Year 1 Re-certification			Year 2 Surveillance 1			Year 3 Surveillance 2		
Activities	Description	Man-days required	Fee	Description	Man-days required	Fee	Description	Man-days required	Fee
Number of Sites to be visited									
Report writing									
Travel									
Accommodation									
Annual Certification Review Fee									
Follow-up audit (When required)									

Supplementary information can be provided as an attachment and needs to align to the information provided in the pricing schedule above.

Respondent's Signature

Date & Company Stamp

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 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: _____

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:

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

SECTION 5:**CERTIFICATE OF ATTENDANCE OF COMPULSORY SITE MEETING****COMPULSORY INFORMATION MEETING WILL BE HELD AT THE FOLLOWING VENUE:**

Venue : **15 Girton Road Inyanda House 2, Bombela boardroom, Parktown**
Time : **10:00 AM**
Date : **30 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: _____

EMAIL: _____

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