



TRANSNET FREIGHT RAIL  
a Division of  
TRANSNET LIMITED  
(Registration No. 1990/000900/06)

## **RFQ: CRAC-STQ-7174**

### **CLEANING OF OFFICES, GARDEN MAINTENANCE & PEST CONTROL AT WELGEDAG (YARD & CREW) FOR A PERIOD OF TEN MONTHS**

**ISSUE DATE:** 27 MAY 2011  
**CLOSING DATE:** 14 JUNE 2011 (10H00)  
**BRIEFING SESSION:** 10 JUNE 2011  
**VENUE:** WELGEDAG  
**TIME:** 14H00

**FOR DIRECTIONS / SITE CONTACT: AMANDA WALKER: (011) 960-2147**

**TENDER BOX** ALLOCATED AT THE CHAIRPERSON TRANSNET FREIGHT RAIL ACQUISITION COUNCIL, GROUND FLOOR, INYANDA HOUSE 1, 21 WELLINGTON ROAD, PARKTOWN, AND JOHANNESBURG.

**TENDER ENVELOPE TO BE MARKED AS FOLLOWS:**  
**RFQ NUMBER: RFQ: CRAC-STQ-7174**

**DESCRIPTION: CLEANING OF OFFICES, GARDEN MAINTENANCE & PEST CONTROL AT  
WELGEDAG (YARD & CREW) FOR A PERIOD OF TEN MONTHS**

\_\_\_\_\_  
Respondent's Signature

\_\_\_\_\_  
Date and Company Stamp



RFQ NUMBER: RFQ: CRAC-STQ-7174

**CLEANING OF OFFICES, GARDEN MAINTENANCE & PEST CONTROL AT WELGEDAG  
(YARD & CREW) FOR A PERIOD OF TEN MONTHS**

**SCHEDULE OF DOCUMENTS**

**Section**

1. Notice to Bidders
2. Background, Overview and Scope of Requirements
3. Quotation Form
4. Resolution of Board of Directors (Respondent's Representative)
5. Certificate of Acquaintance with RFQ Documents
6. General Tender Conditions (CSS5 – Services)
7. Standard Terms and Conditions of Contract (US7 - Services)
8. Certificate of Attendance of Site Meeting / RFQ Briefing
9. Non-Disclosure Agreement
10. Supplier Declaration Form
11. Suppliers Code of Conduct

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Respondent's Signature

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Date and Company Stamp



## SECTION 1

RFQ NUMBER: RFQ: CRAC-STQ-7174

### **CLEANING OF OFFICES, GARDEN MAINTENANCE & PEST CONTROL AT WELGEDAG (YARD & CREW) FOR A PERIOD OF TEN MONTHS**

#### **NOTICE TO BIDDERS**

Quotations are requested from interested Respondents to supply the above-mentioned requirement to TRANSNET FREIGHT RAIL.

On or after **Friday, 27/05/2011** the RFQ documents may be inspected at, and are obtainable from the office of TRANSNET Freight Rail Tender Advice Centre, Ground Floor, Inyanda 1, 21 Wellington Road, Park town.

A non-refundable tender fee of R100.00 (inclusive of Vat) is applicable per tender. Payment is to be made to Transnet Freight Rail, Standard Bank Account number 203158598, Branch code 004805. The deposit slip must reflect the tender number and the Company Name.

**NOTE:** This amount is not refundable.

A compulsory pre-Quotation site inspection will be conducted at Wissel Road, Welgedag on 10 June 2011 at 14H00. **(Respondent to provide own transportation and accommodation).**

Respondents failing to attend the compulsory briefing session will be disqualified.

Respondents without a valid RFQ document in their possession will not be allowed to attend the site meeting and/or briefing session.

**The briefing session will start punctually at 14H00 and Respondents arriving late will not be accommodated.**

For specific queries before the closing of the RFQ, the following Transnet employee(s) may be contacted by email only:

**NAME:** Lindi Makhubo  
**Tel:** (011) 584-0634  
**Email:** Lindi.Khambule@transnet.net

Quotations in duplicate must reach the Secretary, Transnet Freight rail, acquisition council 21 Wellington Road Parktown Inyanda House 1 before the closing hour on the date shown below, and must be enclosed in a sealed envelope which must have inscribed on the outside:

**RFQ: CRAC-STQ-7174**

**Description : CLEANING OF OFFICES, GARDEN MAINTENANCE & PEST CONTROL  
AT WELGEDAG (YARD & CREW) FOR A PERIOD OF TEN MONTHS.**

**Closing date and time : 14 June 2011 (10h00)**

**Closing address (refer options paragraph 4 below)**

Respondent's Signature

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Date and Company Stamp



#### 4. DELIVERY INSTRUCTIONS FOR THIS RFQ

- 4.1 **If posted**, the envelope must be addressed to the Secretary, Transnet Acquisition Council, P.O Box 4244 Johannesburg 2000 and must be dispatched in time for sorting by the Post Office to reach the Secretary before the closing time of the RFQ. In the event of the late receipt of a Quotation, the Respondent's franking machine impression will not be accepted as proof that the response was posted in time.
- 4.2 **If delivered by hand**, the envelope is to be deposited in the TRANSNET tender box which is located at the 21 Wellington Road Inyanda House No 1 Parktown, and should be addressed as follows:

THE SECRETARY  
TRANSNET ACQUISITION COUNCIL  
GROUND FLOOR  
INYANDA HOUSE 1  
21 WELLINGTON ROAD  
PARKTOW

The measurements of the "tender slot" are 500mm wide x 100mm high, and Respondents must please ensure that response documents or files are not larger than the above dimensions. Responses which are too bulky (i.e. more than 100mm thick) must be split into two or more files, and placed in separate envelopes.

**It should also be noted that the above tender box is located at 21 Wellington road Parktown and is accessible to the public 24 hours per day, 7 days a week.**

- 4.3 **If dispatched by courier**, the envelope must be addressed as follows and delivered to the 21 Wellington road Inyanda House no 1 Parktown and a signature obtained from that Office.

THE SECRETARY  
TRANSNET ACQUISITION COUNCIL  
GROUND FLOOR  
INYANDA HOUSE 1  
21 WELLINGTON ROAD  
PARKTOW

5. Please note that this RFQ closes punctually at 10:00 on Tuesday 14 June 2011.
6. If responses are not posted or delivered as stipulated herein, such responses will not be considered and will be treated as "UNRESPONSIVE."
7. NO EMAIL OR FACSIMILE RESPONSES WILL BE CONSIDERED.
8. The responses to this RFQ will be opened as soon as practicable after the expiry of the time advertised for receiving them.
9. Transnet shall not, at the opening of responses, disclose to any other company any confidential details pertaining to the Quotations / information received, i.e. pricing, delivery, etc. The names and location of the Respondents will, however, be divulged to other Respondents upon request.



10. Envelopes must not contain documents relating to any RFQ other than that shown on the envelope. All envelopes must reflect the return address of the Respondent on the reverse side.
11. No slips are to be attached to the response documents. Any additional conditions must be embodied in an accompanying letter. Subject only to clause 22 (*Alterations made by the Respondent to Tendered Prices*) of the General Tender Conditions, alterations, additions or deletions must not be made by the Respondent to the actual RFQ documents.

## 12. BROAD-BASED BLACK ECONOMIC EMPOWERMENT ("BBBEE")

Transnet fully endorses and supports the Government's Broad-Based Black Economic Empowerment Programme and it is strongly of the opinion that all South African business enterprises have an equal obligation to redress the imbalances of the past.

Transnet would therefore prefer to do business with local business enterprises who share these same values and who are prepared to contribute to meaningful BBBEE initiatives (including, but not limited to subcontracting and Joint Ventures) as part of their RFQ responses. Transnet will accordingly allow a "preference" in accordance with the 10% preference system, as per the Preferential Procurement Policy Framework Act, 5 of 2000 (as amended), to companies who provide a BBBEE Accreditation Certificate. All procurement and disposal transactions in excess of R30 000 (thirty thousand S.A. Rand) will be evaluated accordingly. All transactions below this threshold will, as far as possible, be set aside for Exempted Micro Enterprises (EMEs).

Consequently, when Transnet invites prospective suppliers to submit Quotations for its Services and services, it urges Respondents (Large Enterprises and QSE's - see below) to have themselves accredited by any one of the various Accreditation Agencies available who do their BBBEE ratings in accordance with the **latest Codes (i.e. those promulgated on 9 February 2007)**.

Although no agencies have, as yet, been accredited by SANAS (South African National Accreditation System), Transnet will, in the interim, accept rating certificates of Respondents who have been verified by agencies who do their BBBEE ratings in accordance with the latest Codes as promulgated on 9 February 2007. This will be an interim arrangement only until such time as the SANAS List has been approved by the DTI. (Certificates are valid for a period of one year only).

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

- (a) **Large Enterprises (i.e. annual turnover >R35 million):**
  - Rating level based on all seven elements of the BBBEE scorecard
- (b) **Qualifying Small Enterprises – QSE (i.e annual turnover >R5 million but <R35 million):**
  - Rating based on any four of the elements of the BBBEE scorecard
- (c) **Exempted Micro Enterprises – EME (i.e. annual turnover <R5 million):**
  - EMEs are exempted from BBBEE accreditation
  - Automatic rating of Level 4 BBBEE irrespective of race of ownership, i.e. 100% BBBEE recognition



- Black ownership >50% or Black Women ownership >30% automatically qualify as Level 3 BBBEE, i.e. 110% BBBEE recognition
- EME's should only provide documentary proof of annual turnover (i.e. audited financials) plus proof of Black ownership if Black ownership >50% or Black Women ownership >30%

12.2 In addition to the above, Respondents who wish to enter into a Joint Venture or subcontract portions of the contract to BBBEE companies, must state in their RFQs the percentage, of the total contract value that will be allocated to such BBBEE companies, should they be successful in being awarded any business. A rating certificate in respect of such BBBEE JV-partners and / or sub-contractor(s), as well as a breakdown of the distribution of the aforementioned percentage must also be furnished with the RFQ response to enable Transnet to evaluate / adjudicate all RFQs received on a fair basis.

12.3 Respondents will be required to furnish proof of the above to Transnet. (i.e. a detailed scorecard as stipulated above in respect of Large Enterprises and QSEs, or proof of turnover in respect of EMEs). Failure to do so will result in a score of zero being allocated for BBBEE.

**Turnover :** Kindly indicate your company's annual turnover for the past year R.....

- If annual turnover <R5m, please attach audited financials.
- If annual turnover >R5m please attach an accreditation certificate issued by an Accreditation Agency, together with all the relevant score sheets pertaining thereto.

### 13. COMMUNICATION

Respondents are warned that a response will be liable to 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 enquiries relating to the RFQ to the Transnet employee as indicated in clause 2 above, and may also at any time after the closing date of the RFQ, communicate with the Depot Engineer, at telephone number \_\_\_\_\_ or fax no. \_\_\_\_\_ on any matter relating to its RFQ response.

### 14. INSTRUCTIONS FOR COMPLETING THE RFQ

- (i) Sign one set of documents (sign and date the bottom of each page). This set will serve as the legal and binding copy. A duplicate set of documents is required. This second set can be a copy of the original signed Quotation.
- (ii) Both sets of documents to be submitted to the address specified above.
- (iii) The following returnable documents must accompany all Quotations:
  - Respondent's valid Tax Clearance Certificate.

### 15. COMPLIANCE

The successful Respondent (hereinafter referred to as the "**Supplier**") shall be in full and complete compliance with any and all applicable State and Local Laws and Regulations.

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Respondent's Signature

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Date and Company Stamp



## 16. ADDITIONAL NOTES:

- All returnable documents as indicated in the Quotation Form (Section 3) must be returned with the response
- Respondents are to note that Quotations in which firm prices are quoted for the duration of any resulting contract may receive precedence over prices which are subject to adjustment
- Changes by the Respondent to its submission will not be considered after the closing date
- The person or persons signing the Quotation must be legally authorised by the Respondent to do so (Refer Section 4). A list of those person(s) authorised to negotiate on your behalf (if not the authorised signatories) must also be submitted along with the Quotation together with their contact details.
- All prices must be quoted in South African Rands
- Transnet reserves the right to undertake post-tender negotiations with selected Respondents or any number of short-listed Respondents and may wish to visit the Respondent's place of manufacture (works) during this process.

**NB: Unless otherwise expressly stated, all Quotations furnished pursuant to this Request shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated. Transnet reserves the right to reject any or all offers.**

- reject any Quotation which does not conform to instructions and specifications which are detailed herein
- disqualify Quotations submitted after the stated submission deadline
- not necessarily accept the lowest priced Quotation
- reject all Quotations, if it so decides
- award a contract in connection with this Quotation at any time after the RFQ's closing date
- award only a portion of the proposed Services which are reflected in the scope of this RFQ
- split the award of the contract between more than one Supplier
- make no award of a contract

Kindly note that Transnet will not reimburse any Respondent for any preparatory costs or other work performed in connection with this Quotation, whether or not the Respondent is awarded a contract.

## 17. LEGAL REVIEW

Any Quotation submitted by a Respondent is subject to review and negotiation of the proposed contract by Transnet's Legal Counsel.

Respondents to complete this section:

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Respondent's Signature

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Date and Company Stamp



Name.....

Designation.....

Telephone.....

Cell Phone.....

Facsimile.....

Email.....

Website.....

Date and Company Stamp





## SECTION 2

RFQ NUMBER: RFQ: CRAC-STQ-7174

### CLEANING OF OFFICES, GARDEN MAINTENANCE & PEST CONTROL AT WELGEDAG (YARD & CREW) FOR A PERIOD OF TEN MONTHS

#### A. WELGEDAG YARD: GENERAL SPECIFICATION:

Building:

Depot	Description	Asset #	Area m <sup>2</sup>
Welgedag Yard	Store room	02AA260J	81
Welgedag Yard	Control Point 269: Up Yard Station side	02AA255J	22.5
Welgedag Yard	Control Point 261: Up Yard	02AA259J	88
Welgedag Yard	Yard Manager's Office	02AA281J	79.9
Welgedag Yard	Yard Master's Office	02AA282J	87.2
Welgedag Yard	Welgedag Hump	02AA283J	110.1
Welgedag Yard	Control Point 266: Down Yard	02AA284J	85.9
Welgedag Yard	Control Point 263: Down Yard	02AA293J	77.6
Welgedag Yard	Control Point 271 : Piesang Yard	02AA316J	28.4
Welgedag Yard	Control Point 260A: Up Yard Sundra side	02AA441J	47.7
Welgedag Yard	Control Point 260B: Up Yard Sundra side	02AA442J	47.7
Welgedag Yard	Admin Office	02AG841J	486.39
Welgedag Yard	Boardroom	02ZG124J	47.63

#### AREA LOGISTICS

Contact person on site

Mrs Amanda Walker

011 960 2147

#### SCOPE OF WORK

#### AREAS TO BE CLEANED

Offices and passages

Toilets (Ladies & Gents)

Kitchen

Boardrooms

Windows

Parking areas

Respondent's Signature

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Date and Company Stamp



Surrounding area/garden

DUTIES (all floors/areas where applicable)

Dusting (offices and passages)

- Carpets
- Vacuum
- Spot clean
- Steam clean
- Clean all telephones and disinfect
- Dust all high ledges and fittings
- Dust all horizontal surfaces (low level)
- Dust all vertical surfaces (walls, cabinets, etc to height of 2 meters)
- Dust all window ledges (low and high)

Waste disposal (offices, kitchen and toilet)

- Empty and clean all ashtrays
- Empty and clean all waste baskets and receptacles
- Remove all waste to bins for removal by general waste company.

Walls/doors and paintwork

- Spot clean all low surfaces (finger marks etc)
- Washing of entire wall

Glass door and metal work

- Spot clean main entrance glass doors
- Clean or polish all bright metal fitting to doors/frames.

Toilets

- Empty and clean all waste receptacles
- Clean and sanitizes all W.C. basins and urinals/-outlets
- Clean all mirrors
- Damp mop floors with disinfectant
- Clean all metal fittings
- Spot clean wall tiles, doors and W.C. partitions
- Treat against staining, fungal and bacterial growth
- Replenish toilet paper to dispensers



#### Window cleaning

- Clean interior faces of all windows
- Clean exterior faces of all windows
- Clean main entrance foyer glass windows internally and externally

#### Vertical

- Dust

#### Miscellaneous

- Polish desk and office furniture
- Material covered furniture to be vacuumed

#### Kitchens

- Floors to be damp mopped
- Sinks to be cleaned
- Cupboard to be damp wiped

#### All parking levels/ramp

- All surface refuse to be removed
- All events to be swept

#### External area and garden

- All surface refuse to be removed
- Area to be swept
- Garden area to be cleaned and grass cut

#### Supervision

- Full time supervision to be provided by Contractor
- Quality control will be done by the client on site

#### Equipment/material/consumables

To be provided by the contractor and delivered timeously

- Vacuum cleaners
- Polishers
- Brooms
- Mops
- All cleaning chemicals
- Consumables e.g. toilet paper of an acceptable standard



- Toilet paper double ply
- Buckets
- Necessary sign board e.g. floor wet/slippy etc.

All cleaning chemicals and cleaning machinery to be supplied by cleaning company.

Consumables e.g. cleaning chemicals to be an acceptable standard meaning SABS approved or equivalent.

NB: All equipment to be kept in good and safe condition at all times and to comply with all safety regulation including all extension cords, etc.

Toilet areas are not be used as change rooms. Cleaning of equipment will not be allowed in toilet areas. Disposal of dirty water to be deposited directly into toilet pans, toilet areas to be cleaned after work has been completed.

Garden service:

- Grass to be cut and trimmed.
- Flower beds to be kept neat and clean.
- Trees to be pruned.
- Rough cutting
- Contactor to supply lawn movers, weed-eaters/bush cutters, garden tools and PPE.
- Leaves, etc. to be placed in suitable containers or bags and to be disposed of in the waste bin provided.

#### STAFF REQUIREMENT/WORKING HOURS

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

#### UNIFORM CLOTHING

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

All cleaning staff to be identifiable with visible name tags at all times.

#### TERMS OF CONTRACT

Two year contract.

#### PAYMENT

- Accredited BBBEE suppliers
- The following payment terms shall at all times apply
  - All suppliers shall be paid within 30 days from date of receipt of invoice by the accounting office, following acceptance of service by Transnet freight rail, provided procurement procedures have been followed.
  - A month will be calculated from the 1<sup>st</sup> of the month to the 30/31<sup>st</sup> of the month.
  - In the event of full staff compliment not available, payment for that specific day will be withheld.



## BREACH OF CONTRACT

The client (Transnet freight rail) will be allowed to terminate the contract by giving 30 days notice should the cleaning service not be according to specification and to client's full satisfaction.

## **B. WELGEDAG CREW: GENERAL SPECIFICATION:**

Building:

Depot	DESCRIPTION	INVENTORY #	AREA m <sup>2</sup>
Welgedag Crew	Boardroom	02BA045J	28.4
Welgedag Crew	Boardroom	02BA046J	209.6
Welgedag Crew	Roster office, Section Manager's Etmaal	02BA047J	
Welgedag Crew	Etmaal Section Manager's Office	02BA048J	73.8
Welgedag Crew	Park home: Service Driver's Rest room	02UA001J	63.1
Welgedag Crew	Park home: Countdown	02UA007J	61.1
Welgedag Crew	Standby Train Personnel Rest room	UAB728	63.1
Welgedag Crew	Kitchen Train Personnel	UAB219	63.1
Welgedag Crew	Section Manager's Office	UAB725	63.1
Welgedag Crew	Rest room for Sanddry Workers	UAB158	63.1
Welgedag Crew	Men's toilet	UAB751	63.1
Welgedag Crew	Men's locker room	UAB389	63.1
Welgedag Crew	Men's locker room	UAB695	63.1
Welgedag Crew	Men's locker room	UAB346	63.1
Welgedag Crew	Ladies toilet	UAB752	63.1
Welgedag Crew	Ladies locker room	11LG005	63.1
Welgedag Crew	Store room	11GK075	63.1

## AREA LOGISTICS

Contact person on site

Mrs Amanda Walker

011 960 2147

## **SCOPE OF WORK**

## AREAS TO BE CLEANED

Respondent's Signature

Date and Company Stamp



Office and passages

Toilets (Ladies & Gents)

Kitchen

Boardrooms

Windows

Parking areas

Surrounding area/garden

DUTIES (all floors/areas where applicable)

Dusting (offices and passages)

- Carpets
- Vacuum
- Spot clean
- Steam clean
- Clean all telephones and disinfect
- Dust all high ledges and fittings
- Dust all horizontal surfaces (low level)
- Dust all vertical surfaces (walls, cabinets, etc to height of 2 meters)
- Dust all window ledges (low and high)



#### Waste disposal (offices, kitchen and toilet)

- Empty and clean all ashtrays
- Empty and clean all waste baskets and receptacles
- Remove all waste to bins for removal by general waste company.

#### Walls/doors and paintwork

- Spot clean all low surfaces (finger marks etc)
- Washing of entire wall

#### Glass door and metal work

- Spot clean main entrance glass doors
- Clean or polish all bright metal fitting to doors/frames.

#### Entrance foyer/reception/reception office/lobby's

- Sweep entrance foyer and entrance
- Clean door mats and dust blinds
- Damp mop
- Machine buff
- Clean up lobby's outside windows

#### Toilets

- Empty and clean all waste receptacles
- Clean and sanitizes all W.C. basins and urinals/-outlets



- Clean all mirrors
- Damp mop floors with disinfectant
- Clean all metal fittings
- Spot clean wall tiles, doors and W.C. partitions
- Treat against staining, fungal and bacterial growth
- Replenish toilet paper to dispensers

#### Window cleaning

- Clean interior faces of all windows
- Clean exterior faces of all windows
- Clean main entrance foyer glass windows internally and externally

#### Vertical

- Dust

#### Miscellaneous

- Polish desk and office furniture
- Material covered furniture to be vacuumed

#### Kitchens

- Floors to be damp mopped
- Sinks to be cleaned
- Cupboard to be damp wiped





#### All parking levels/ramp

- All surface refuse to be removed
- All events to be swept

#### External area and garden

- All surface refuse to be removed
- Area to be swept
- Garden area to be cleaned and grass cut

#### Supervision

- Full time supervision to be provided by Contractor
- Quality control will be done by the client on site

#### Equipment/material/consumables

To be provided by the contractor and delivered timeously

- Vacuum cleaners
- Polishers
- Brooms
- Mops
- All cleaning chemicals
- Consumables e.g. toilet paper of an acceptable standard



- Toilet paper double ply
- Buckets
- Necessary sign board e.g. floor wet/slippy etc.

All cleaning chemicals and cleaning machinery to be supplied by cleaning company.

Consumables e.g. cleaning chemicals to be an acceptable standard meaning SABS approved or equivalent.

NB: All equipment to be kept in good and safe condition at all times and to comply with all safety regulation including all extension cords, etc.

Toilet areas are not be used as change rooms. Cleaning of equipment will not be allowed in toilet areas.

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

Garden service:

- Grass to be cut and trimmed.
- Flower beds to be kept neat and clean.
- Trees to be pruned.
- Rough cutting
- Contactor to supply lawn movers, weed-eaters/bush cutters, garden tools and PPE.
- Leaves, etc. to be placed in suitable containers or bags and to be disposed of in the waste bin provided.

#### STAFF REQUIREMENT/WORKING HOURS

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

#### UNIFORM CLOTHING

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Respondent's Signature

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Date and Company Stamp



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

All cleaning staff to be identifiable with visible name tags at all times.

#### TERMS OF CONTRACT

Two year contract.

#### PAYMENT

- Accredited BBBEE suppliers
- The following payment terms shall at all times apply
  - All suppliers shall be paid within 30 days from date of receipt of invoice by the accounting office, following acceptance of service by Transnet freight rail, provided procurement procedures have been followed.
  - A month will be calculated from the 1<sup>st</sup> to the 30/31<sup>st</sup> of the month.
  - In the event of full staff compliment not available, payment for that specific day will be withheld.

#### BREACH OF CONTRACT

The client (Transnet freight rail) will be allowed to terminate the contract by giving 30 days notice should the cleaning service not be according to specification and to client's full satisfaction.



## **PRICING SCHEDULE**

<b>Prices in South African currency, including all costs.</b>			
<b>to consignee</b>			
<b>ITEM NO:</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>Price Per Month</b>
	<b>CLEANING OF OFFICES, GARDEN MAINTENANCE &amp; PEST CONTROL AT WELGEDAG (YARD &amp; CREW) FOR A PERIOD OF TEN MONTHS</b>		
	<b>Please Quote As per Specification above</b>		
<b>A</b>	<b><u>WELGEDAG YARD</u></b>		
<b>1</b>	<b>CLEANING OF OFFICES &amp; PEST CONTROL</b>		<b>R</b>
<b>2</b>	<b>GARDEN MAINTENANCE</b>		<b>R</b>
<b>B</b>	<b><u>WELGEDAG CREW</u></b>		
<b>1</b>	<b>CLEANING OF OFFICES &amp; PEST CONTROL</b>		<b>R</b>
<b>2</b>	<b>GARDEN MAINTENANCE</b>		<b>R</b>
	<b>PRICES MUST BE V.A.T. EXCLUSIVE</b>		
	<b>TOTAL PRICE FOR TWO YEARS</b>		<b>R</b>

Respondent's Signature

Date and Company Stamp



### SECTION 3

RFQ NUMBER: RFQ: CRAC-STQ-7174

## CLEANING OF OFFICES, GARDEN MAINTENANCE & PEST CONTROL AT WELGEDAG (YARD & CREW) FOR A PERIOD OF TEN MONTHS

### QUOTATION FORM

I/We \_\_\_\_\_

(name of company, close corporation or partnership)

of (full address) \_\_\_\_\_

carrying on business under style or title of (trading as) \_\_\_\_\_

represented by \_\_\_\_\_

in my capacity as \_\_\_\_\_

being duly authorised thereto by a Resolution of the Board of Directors or Members or Certificate of Partners, as the case may be, dated \_\_\_\_\_ a certified copy of which is annexed hereto, hereby offer to supply the above-mentioned Services at the prices quoted in the schedule of prices in accordance with the terms set forth in the accompanying letter(s) reference \_\_\_\_\_ and dated \_\_\_\_\_ (if any) and the documents listed in the accompanying schedule of RFQ documents.

I/We agree to be bound by those conditions in Transnet's:

- (i) Standard Terms and Conditions of Contract, Form No. US7 - Services;
- (ii) General Tender Conditions, Form CSS5 – Services; and
- (iii) any other standard or special conditions mentioned and/or embodied in the Request for Quotation form; and;-

I/We accept that unless Transnet should otherwise decide and so inform me/us in the facsimile or letter of acceptance, 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.

Should Transnet decide that a formal contract should be signed and so inform me/us in the facsimile or letter of acceptance, this Quotation (and, if any, its covering letter and any subsequent exchange of correspondence) together

\_\_\_\_\_  
Respondent's Signature

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\_\_\_\_\_  
Date and Company Stamp



with Transnet's letter of acceptance/intent, shall constitute a binding contract between Transnet and me/us until the formal contract is signed.

I/We further agree that if, after I/we have been notified of the acceptance of my/our Quotation, I/we fail to enter into a formal contract if called upon to do so, or fail to commence the supply of Services within 4 (four) weeks, Transnet may, without prejudice to any other legal remedy which it may have, recover from me/us any expense to which it may have been put in calling for Quotations afresh and/or having to accept any less favourable Quotation.

I/We accept that any contract resulting from this offer will be for a period of 12 Months only; and agree to a penalty clause to be negotiated with Transnet, which will allow Transnet to invoke a penalty (details to be negotiated) against us should the delivery of the Services be delayed due to non-performance by us.

The law of the Republic of South Africa shall govern the contract created by the acceptance of this RFQ. The *domicillium citandi et executandi* shall be a place in the Republic of South Africa to be specified by the Respondent hereunder, at which all legal documents may be served on the Respondent who shall agree to submit to the jurisdiction of the courts of the Republic of South Africa. Foreign Respondents shall, therefore, state hereunder, the name of their accredited agent in the Republic of South Africa who is empowered to sign any contract which may have to be entered into in the event of their Quotation being accepted and to act on their behalf in all matters relating to the contract.

Respondent to indicate *domicillium citandi et executandi* hereunder:

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#### **NOTIFICATION OF AWARD OF RFQ**

As soon as possible after approval to award the contract/s, the successful Respondent (the Supplier) will be informed of the acceptance of its Quotation. Unsuccessful Respondents will be advised in writing of the name of the successful Supplier and the reason as to why their Quotations have been unsuccessful, for example, in the category of price, delivery period, quality, BBBEE status or for any other reason.

#### **VALIDITY PERIOD**

Transnet desires a validity period of 3 (three) months (from closing date) against this RFQ. It should be noted that Respondents may offer an earlier validity period, but that their Quotations may be disregarded for that reason. Should Respondents be unable to comply with this validity period, an alternative validity period must be stated hereunder:

This RFQ is valid until 11/05/2010 (State alternative validity period/date).

#### **TAX (VAT) REGISTRATION NUMBER**

The Respondent must state hereunder the tax registration number which is applicable to Value-Added Tax:

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Respondent's Signature

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Date and Company Stamp



### TAX CLEARANCE CERTIFICATE

Respondents are required to forward a valid copy of their company's Tax Clearance Certificate with their Quotation.

Indicate tax clearance certificate expiry date: \_\_\_\_\_

### BANKING DETAILS

BANK: \_\_\_\_\_

BRANCH NAME / CODE: \_\_\_\_\_

ACCOUNT HOLDER: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

### NAME(S) AND ADDRESS / ADDRESSES OF DIRECTOR(S) OR MEMBER(S)

The Respondent must disclose hereunder the full name(s) and address(s) of the director(s) or members of the company or close corporation (C.C.) on whose behalf the RFQ is submitted.

(i) Registration number of company / C.C. ....

(ii) Registered name of company / C.C. ....

(iii) Full name(s) of director/member(s)      Address/Addresses      ID Number/s

.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

### REGISTRATION CERTIFICATE

Respondents must submit a certified copy of their company's Registration Certificate with their Quotation.

### NAME AND ADDRESS OF ACCREDITED AGENT

\_\_\_\_\_  
Respondent's Signature

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\_\_\_\_\_  
Date and Company Stamp



Provide hereunder, if applicable, details of the accredited agent in the Republic of South Africa appointed as local representative by foreign Respondents and whose address shall be regarded as the Respondent's domicilium citandi et executandi in terms of the Standard Terms and Conditions of Contract, US7 – Services.

Name	.....
Address	.....
	.....

#### CONFIDENTIALITY

All information related to a subsequent contract, both during and after completion, is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from provision of the Services, which is either directly or indirectly related to Transnet's business, written approval to divulge such information will have to be obtained from Transnet.

#### DISCLOSURE OF PRICES TENDERED

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

YES		NO	
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#### DECLARATION

Respondents to declare hereunder whether any family and/or direct relationship exists between any of the owners / members / directors / partners / shareholders (unlisted companies) of the responding company and any employee or board member of the Transnet Group:

YES		NO	
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If YES, please indicate below:

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

ADDRESS

.....
.....
.....

Indicate nature of relationship (if any):

.....
.....

Respondent's Signature

Date and Company Stamp





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

## RETURNABLE DOCUMENTS

Respondents are required to submit the following returnable documents with their responses (see tick):

Notice to Bidders – Section 1	√
Background overview – Section 2	√
Quotation Form – Section 3	√
Resolution of Board of Directors (Respondent's Representative) – Section 4	√
Certificate of Acquaintance with RFQ Documents – Section 5	√
Pricing & Delivery Schedule – Section 6	√
General Tender Conditions, Form CSS5 – Section 7	√
Conditions of Contract, Form US7 – Section 8	√
Valid Tax Clearance Certificate	√
VAT Registration Certificate	√
BBBEE Accreditation Certificate	√
Certificate of attendance of Site Meeting / RFQ Briefing – Section 9	√
Specifications and Drawings – Section 10	√
Non-Disclosure Agreement – Section 11	√

NOTE: Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 and Annexure A, as indicated in the footer of each page, must be signed and dated by the Respondent. By signing the RFQ documents, the Respondent is deemed to acknowledge that he / she has made himself / herself thoroughly familiar with all the conditions governing this RFQ, including those contained in any printed form stated to form part hereof and Transnet Limited 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.

Respondent's Signature

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Date and Company Stamp



SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2009.

SIGNATURE OF WITNESSES:

ADDRESS OF WITNESSES:

1 \_\_\_\_\_ 1 \_\_\_\_\_

2 \_\_\_\_\_ 2 \_\_\_\_\_

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE:

NAME

DESIGNATION

\_\_\_\_\_  
Respondent's Signature

\_\_\_\_\_  
Date and Company Stamp



#### SECTION 4

RFQ NUMBER: RFQ: CRAC-STQ-7174

### CLEANING OF OFFICES, GARDEN MAINTENANCE & PEST CONTROL AT WELGEDAG (YARD & CREW) FOR A PERIOD OF TEN MONTHS

#### SIGNING POWER : RESOLUTION OF BOARD OF DIRECTORS

NAME OF COMPANY: \_\_\_\_\_

It was resolved at a meeting of the Board of Directors held on \_\_\_\_\_ that

FULL NAME(S)	CAPACITY	SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

in his/her capacity as indicated above is/are hereby authorised to enter into, sign, execute and complete any documents relating to Tenders, Quotations and/or Contracts for the supply of Services.

FULL NAME \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE CHAIRMAN

FULL NAME \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE SECRETARY

\_\_\_\_\_  
Respondent's Signature

\_\_\_\_\_  
Date and Company Stamp



## SECTION 5

RFQ NUMBER: RFQ: CRAC-STQ-7174

### CLEANING OF OFFICES, GARDEN MAINTENANCE & PEST CONTROL AT WELGEDAG (YARD & CREW) FOR A PERIOD OF TEN MONTHS

#### CERTIFICATE OF ACQUAINTANCE WITH RFQ DOCUMENTS

NAME OF COMPANY: \_\_\_\_\_

I/We \_\_\_\_\_ do

hereby certify that I/we acquainted myself/ourselves with all the documentation comprising this RFQ and all conditions contained therein, as laid down by Transnet Limited for the carrying out of the proposed supply/service/works for which I/we submitted my/our response.

I/We furthermore agree that Transnet Limited shall recognise no claim from me/us for relief based on an allegation that I/we overlooked any RFQ/contract condition or failed to take it into account for the purpose of calculating my/our offered prices or otherwise.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2010

WITNESS : \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF RESPONDENT



## **SECTION 6**

**RFQ NUMBER: RFQ: CRAC-STQ-7174**

**CLEANING OF OFFICES, GARDEN MAINTENANCE & PEST CONTROL AT WELGEDAG  
(YARD & CREW) FOR A PERIOD OF TEN MONTHS**

**GENERAL TENDER CONDITIONS - SERVICES**

**Refer Form CSS5 attached hereto**

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Respondent's Signature

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Date and Company Stamp



## SECTION 7

RFQ NUMBER: RFQ: CRAC-STQ-7174

**CLEANING OF OFFICES, GARDEN MAINTENANCE & PEST CONTROL AT WELGEDAG  
(YARD & CREW) FOR A PERIOD OF TEN MONTHS**

**STANDARD TERMS AND CONDITIONS OF CONTRACT**  
**FOR THE SUPPLY OF SERVICES TO TRANSNET**

Refer Form US7 attached hereto.

Respondents should note the obligations as set out in  
Clause 24 of the General Tender Conditions (Section 7) which reads as follows:

*"The Supplier shall adhere to the Standard Terms and Conditions of Contract as set out in Form US7 – Services, a copy of which is attached hereto.*

*Should the Respondent find any conditions unacceptable, it should indicate which conditions are unacceptable and offer an alternative. Please note that any alternative offered shall be compared with acceptance of the Form US7 conditions or alternatives offered by other Respondents, except penalties for late deliveries, the exclusion of which may disqualify the RFQ, save where indicated otherwise by Transnet."*

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Respondent's Signature

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Date and Company Stamp



## SECTION 8

RFQ NUMBER: RFQ: CRAC-STQ-7174

### CLEANING OF OFFICES, GARDEN MAINTENANCE & PEST CONTROL AT WELGEDAG (YARD & CREW) FOR A PERIOD OF TEN MONTHS

#### 8. RFQ SITE MEETING:

A **COMPULSORY** information meeting will be held at the following venue:

VENUE: WISSEL ROAD, WELGEDAG.

Time: 14h00.

Date: 10 JUNE 2011.

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

**Contact people on sites: AMANDA WALKER, TEL: (011) 960-2147**

#### 8.1. **ATTENDANCE CERTIFICATE**

This is to certify that.....

Representative/s of .....

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

.....

TRANSNET'S REPRESENTATIVE

.....

TENDERER'S REPRESENTATIVE

DATE :.....

#### **VERY IMPORTANT**

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

**SIGNATURE OF TENDERER:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_  
Respondent's Signature

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\_\_\_\_\_  
Date and Company Stamp



## SECTION 9

RFQ NUMBER: RFQ: CRAC-STQ-7174

### CLEANING OF OFFICES, GARDEN MAINTENANCE & PEST CONTROL AT WELGEDAG (YARD & CREW) FOR A PERIOD OF TEN MONTHS

#### NON-DISCLOSURE AGREEMENT

THIS AGREEMENT is made the ..... day of ..... 2011

#### BETWEEN:

- (1) **Transnet Limited** ("Transnet") (Registration Number 1990/000900/06) whose registered office is at 49<sup>th</sup> Floor, Carlton Centre, 150 Commissioner Street, Johannesburg 2001, and
- (2) [.....] ("the Company") (Registration Number ..... ) whose registered office is at [.....]

#### WHEREAS

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

#### IT IS HEREBY AGREED

##### 1. Interpretation

##### 1.1 In this Agreement:-

"**Agents**" means directors, officers, employees, agents, professional advisers, contractors or sub-contractors, or any Group member;

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

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Respondent's Signature

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Date and Company Stamp





- (i) is publicly available at the time of its disclosure or becomes publicly available (other than as result of disclosure by the Receiving Party or any of its Agents contrary to the terms of this letter); or
- (ii) was lawfully in the possession of the Receiving Party or its Agents (as can be demonstrated by its written records or other reasonable evidence) free of any restriction as to its use or disclosure prior to its being so disclosed; or
- (iii) following such disclosure, becomes available to the Receiving Party or its Agents (as can be demonstrated by its written records or other reasonable evidence) from a source other than the Disclosing Party or its Agents, which source is not bound by any duty of confidentiality owed, directly or indirectly, to the Disclosing Party in relation to such information;

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

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

**“Proposal”** means the aggregation of Transnet's Request for Information (RFI) and Request for Proposal (RFP).

## **2. Confidential Information**

- 2.1 The Receiving Party will treat and keep all Confidential Information as secret and confidential and will not, without the Disclosing Party's written consent, directly or indirectly communicate or disclose (whether in writing or orally or in any other manner) Confidential Information to any other person other than in accordance with the terms of this Agreement.
- 2.2 The Receiving Party will only use the Confidential Information for the sole purpose of technical and commercial discussions between the parties in relation to the Proposal or for the subsequent performance of any contract between the parties in relation to the Proposal.
- 2.3 Notwithstanding clause 2.1, the Receiving Party may disclose Confidential Information:
  - (i) To those of its Agents who strictly need to know the Confidential Information for the sole purpose set out in clause 2.2 provided that the Receiving Party shall ensure that such Agents are made aware prior to the disclosure of any part of the Confidential Information that the same is confidential and that they owe a duty of confidence to the Disclosing Party. The Receiving Party shall at all times remain liable for any actions of such Agents that would constitute a breach of this Agreement; or
  - (ii) to the extent required by law or the rules of any applicable regulatory authority, subject to clause 2.4 below.
- 2.4 In the event that the Receiving Party is required to disclose any Confidential Information in accordance with clause 2.3 (ii) above, it shall promptly notify the Disclosing Party and co-operate with the Disclosing Party regarding the form, nature, content and purpose of such disclosure or any action which the Disclosing Party may reasonably take to challenge the validity of such requirement.



- 2.5 In the event that any Confidential Information shall be copied, disclosed or used otherwise than as permitted under this Agreement then, upon becoming aware of the same, without prejudice to any rights or remedies of the Disclosing Party, the Receiving Party shall as soon as practicable notify the Disclosing Party of such event and if requested take such steps (including the institution of legal proceedings) as shall be necessary to remedy (if capable of remedy) the default and/or to prevent further unauthorised copying, disclosure or use.
- 2.6 All Confidential Information shall remain the property of the Disclosing Party and its disclosure shall not confer on the Receiving Party any rights, including intellectual property rights, over the Confidential Information whatsoever beyond those contained in this Agreement.
3. Records and return of Information
- 3.1 The Receiving Party agrees to ensure proper and secure storage of all Information and any copies thereof to at least the same standard as the Receiving Party keeps its own Confidential Information. The Receiving Party shall not make any copies or reproduce in any form any Confidential Information except for the purpose of disclosure as permitted in accordance with this Agreement.
- 3.2 The Receiving Party shall keep a written record, to be supplied to the Disclosing Party upon request, of the Confidential Information provided and any copies made thereof and, so far as is reasonably practicable, of the location of such Confidential Information and any copies thereof.
- 3.3 The Receiving Party shall, within seven days of receipt of a written demand from the Disclosing Party or of its ceasing to be interested in the Proposal:
- (i) Return all written Confidential Information (including all copies); and
  - (ii) expunge or destroy any Confidential Information from any computer, word processor or other device whatsoever into which it was copied, read or programmed by the Receiving Party or on its behalf (including by any person to whom disclosure has been made as permitted under clause 2.3(i) above).

The obligations in this clause 3.3 shall not apply to the extent that (but only for so long as) it is necessary to retain copies for the purpose of providing information to any regulatory authority in accordance with clause 2.3 (ii) above.

- 3.4 The Receiving Party shall on request supply a certificate signed by a director as to its full compliance with the requirements of clause 3.3 (ii) above.

#### **4. Announcements**

- 4.1 Neither party will make or permit to be made any announcement or disclosure of its prospective interest in the Proposal without the prior written consent of the other party.
- 4.2 Neither party shall make use of the other party's name or any information acquired through its dealings with the other party for publicity or marketing purposes without the prior written consent of the other party.



## **5. Duration**

The obligations of each party and its Agents under this Agreement shall [be continuing and shall survive the termination of any discussions or negotiations between the parties regarding the Proposal continue for a period of 3 (three) years.

## **6. Principal**

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

## **7. Representations**

7.1 Each party agrees that any Information made available to the Receiving Party or its Agents for the purpose of negotiations or discussions in relation to the Proposal will not form the basis of, or any representation in relation to, any contract, nor constitute an offer or invitation by the Disclosing Party.

7.2 Except in the case of fraudulent misrepresentation, the Disclosing Party accepts no responsibility for nor makes any representation or warranty, express or implied, with respect to the accuracy, reliability or completeness of any Information made available to the Receiving Party or its Agents.

## **8. Adequacy of damages**

8.1 Without prejudice to any other rights or remedies of the Disclosing Party, the Receiving Party acknowledges and agrees that damages would not be an adequate remedy for any breach by it of the provisions of this Agreement and that the Disclosing Party shall be entitled to seek the remedies of injunction, specific performance and other equitable relief for any threatened or actual breach of any such provision by the Receiving Party or its Agents, and no proof of special damages shall be necessary for the enforcement of the rights under this Agreement.

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

## **9. Data Protection**

The Receiving Party warrants that it and its Agents have the appropriate technical and organizational measures in place against unauthorized or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data held or processed by them.

## **10. General**

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Respondent's Signature

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Date and Company Stamp



- 10.1 Neither party may assign the benefit of this Agreement or any interest hereunder except with the prior written consent of the other, save that Transnet may assign this Agreement at any time to any member of the Transnet Group.
- 10.2 No failure or delay in exercising any right, power or privilege under this Agreement will operate as a waiver of it, nor will any single or partial exercise of it preclude any further exercise or the exercise of any right, power or privilege under this Agreement or otherwise.
- 10.3 The provisions of this Agreement shall be severable in the event that any of its provisions are held by a court of competent jurisdiction or other applicable authority to be invalid, void or otherwise unenforceable, and the remaining provisions shall remain enforceable to the fullest extent permitted by law.
- 10.4 This Agreement may only be modified by a written agreement duly signed by persons authorized on behalf of each party.
- 10.5 Nothing in this Agreement shall constitute the creation of a partnership, joint venture or agency between the parties.

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

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their respective duly authorized representatives.

**TRANSNET LIMITED:**

By: .....  
(Signature)

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
[Insert company name]:

By: .....  
(Signature)

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## SECTION 10

### REQUEST FOR QUOTATION ("RFQ")

#### CLEANING OF OFFICES, GARDEN MAINTENANCE & PEST CONTROL AT WELGEDAG (YARD & CREW) FOR A PERIOD OF TWO YEARS

#### Transnet Supplier Declaration/Application

The Financial Director or Company Secretary

Transnet Vendor Management has received a request to load your company on to the Transnet vendor database. Please furnish us with the following to enable us to process this request:

1. Complete the "Supplier Declaration Form" (SDF) on page 2 of this letter
2. **Original** cancelled cheque **OR** letter from the bank verifying banking details (**with bank stamp**)
3. **Certified** copy of Identity document of Shareholders/Directors/Members (where applicable)
4. **Certified** copy of certificate of incorporation, CM29 / CM9 (name change)
5. **Certified** copy of share Certificates of Shareholders, CK1 / CK2 (if CC)
6. A letter with the company's letterhead confirming physical and postal addresses
7. **Original** or **certified** copy of SARS Tax Clearance certificate and Vat registration certificate
8. A signed letter from the Auditor / Accountant confirming most recent annual turnover and percentage black ownership in the company **AND/OR** BBBEE certificate and detailed scorecard from an accredited rating agency (SANAS member).

**NB:** *• Failure to submit the above documentation will delay the vendor creation process.  
• Where applicable, the respective Transnet business unit processing your application may request further information from you. E.g. proof of an existence of a Service/Business contract between your business and the respective Transnet business unit etc.*

#### **IMPORTANT NOTES:**

- a) **If your annual turnover is less than R5 million**, then in terms of the DTI codes, you are classified as an Exempted Micro Enterprise (EME). If your company is classified as an EME, please include in your submission, a signed letter from your Auditor / Accountant confirming your company's most recent annual turnover is less than R5 million and percentage of black ownership and black female ownership in the company AND/OR BBBEE certificate and detailed scorecard from an accredited rating agency (e.g. permanent SANAS Member), should you feel you will be able to attain a better BBBEE score.
- b) **If your annual turnover is between R5 million and R35million**, then in terms of the DTI codes, you are classified as a Qualifying Small Enterprise (QSE) and you claim a specific BBBEE level based on any 4 of the 7 elements of the BBBEE score-card, please include your BEE certificate in your submission as confirmation of your status.  
**NB:** BBBEE certificate and detailed scorecard should be obtained from an accredited rating agency (e.g. permanent SANAS Member).
- c) **If your annual turnover is in excess of R35million**, then in terms of the DTI codes, you are classified as a Large Enterprise and you claim a specific BEE level based on all seven elements of the BBBEE generic score-card. Please include your BEE certificate in your submission as confirmation of your status.  
**NB:** BBBEE certificate and detailed scorecard should be obtained from an accredited rating agency (permanent SANAS Member).

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Respondent's Signature

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Date and Company Stamp



- d) **To avoid PAYE tax being automatically deducted from any invoices received from you**, you must also contact the Transnet person who lodged this request on your behalf, so as to be correctly classified in terms of Tax legislation.
- e) Unfortunately, **No payments can be made to a vendor** until the vendor has been registered, and no vendor can be registered until the vendor application form, together with its supporting documentation, has been received and processed.
- f) **Please return the completed Supplier Declaration Form (SDF) together with the required supporting documents mentioned above to the Transnet Official who is intending to procure your company's services/products in order that he/she should complete and Internal Transnet Departmental Questionnaire before referring the matter to the appropriate Transnet Vendor Master Office.**

Regards,

Transnet Vendor/Supplier Management *[please substitute this with your relevant Transnet department before sending this document out]*

## Supplier Declaration Form

Company Trading Name							
Company Registered Name							
Company Registration Number Or ID Number If A Sole Proprietor							
Form of entity	CC	Trust	Pty Ltd	Limited	Partnership	Sole Proprietor	
VAT number (if registered)							
Company Telephone Number							
Company Fax Number							
Company E-Mail Address							
Company Website Address							
Bank Name				Bank Account Number			
Postal Address						Code	
Physical Address						Code	
Contact Person							
Designation							
Telephone							
Email							
Annual Turnover Range (Last Financial Year)	< R5 Million		R5-35 million		> R35 million		
Does Your Company Provide	Products		Services		Both		
Area Of Delivery	National		Provincial		Local		
Is Your Company A Public Or Private Entity	Public			Private			
Does Your Company Have A Tax Directive Or IRP30 Certificate	Yes			No			
Main Product Or Service Supplied (E.G.: Stationery/Consulting)							

Respondent's Signature

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Date and Company Stamp



BEE Ownership Details					
% Black Ownership		% Black women ownership		% Disabled person/s ownership	
Does your company have a BEE certificate			Yes	No	
What is your broad based BEE status (Level 1 to 9 / Unknown)					
How many personnel does the firm employ		Permanent		Part time	
Transnet Contact Person					
Contact number					
Transnet operating division					
Duly Authorised To Sign For And On Behalf Of Firm / Organisation					
Name				Designation	
Signature				Date	
Stamp And Signature Of Commissioner Of Oath					
Name				Date	
Signature				Telephone No.	

**NB:** Please return the completed Supplier Declaration Form (SDF) together with the required supporting documents mentioned above to the Transnet Official who is intending to procure your company's services/products.

## 2. VENDOR TYPE OF BUSINESS

(Please tick as applicable)

(\* - Minimum requirements)

2.1	Indicate the business sector in which your company is involved/operating:		
Agriculture		Mining and Quarrying	
Manufacturing		Construction	
Electricity, Gas and Water		Finance and Business Services	
Retail, Motor Trade and Repair Services		Wholesale Trade, Commercial Agents and Allied Services	
Catering, accommodation and Other Trade		Transport, Storage and Communications	
Community, Social and Personal Services		Other (Specify)	
Principal Business Activity *			
Types of Services Provided			
Since when has the firm been			

Respondent's Signature

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Date and Company Stamp



in business?

**2.2 What is your company's annual turnover (excluding VAT)? \***

<R20k	>R20k <R0.3m	>R0.3m <R1m	>R1m <R5m	>R6m <R10m	>R11m <R15m	>R16m <R25m	>R26m <R30m	>R31m <R34m	>R35m
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**2.3 Where are your operating/distribution centres situated \***

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**3. VENDOR OWNERSHIP DETAIL**

(Please tick as applicable)

(\* - Minimum requirements)

**3.1 Did the firm previously operate under another name? \***

YES <input type="text"/>	NO <input type="text"/>
--------------------------	-------------------------

**3.2 If Yes state its previous name:\***

Registered Name	<input type="text"/>
Trading Name	<input type="text"/>

**3.3 Who were its previous owners / partners / directors?\***

SURNAME & INITIALS	ID NUMBERS
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**3.4 List Details of current partners, proprietors and shareholders by name, identity number, citizenship, status and ownership as relevant: \***

SURNAME & INITIALS	IDENTITY NUMBER	CITI-ZENSHIP	HDI	DIS - ABLED	GENDER	DATE OF OWNERSHIP	% OWNED	% VOTING
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Respondent's Signature

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**3.5** List details of current directors, officers, chairman, secretary etc. of the firm: \*

SURNAME & INITIALS	IDENTITY NUMBER	TITLE	DIS – ABLED	GENDER	% OF TIME DEVOTED TO THE FIRM	CONTACT NUMBER

**3.6** List details of firms personnel who have an ownership interest in another firm: \*

SURNAME & INITIALS	IDENTITY NUMBER	NAME & ADDRESS OF OTHER FIRM	TITLE IN OTHER FIRM	% OWNED	TYPE OF BUSINESS OF OTHER FIRM

**4. VENDOR DETAIL**  
(Please tick as applicable) (\* - Minimum requirements)

4.1	How many personnel does the firm employ? *					
	BLACK	WHITE	COLOURED	INDIAN	OTHER	TOTAL
Permanent						
Part Time						

4.1.1	In terms of above kindly provide numbers on women and disabled personnel? *					
	BLACK	WHITE	COLOURED	INDIAN	OTHER	TOTAL
Women						
Disabled						

**4.2** Provide Details of Contact Person/s Responsible for Broad Based Black Economic

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Empowerment (BBBEE) in the Company *			
SURNAME	INITIALS	DESIGNATION	TELEPHONE NO.

<b>4.2.1</b>	Is your company a value adding supplier (i.e. registered as a vendor under the VAT Act of 1991, where NPAT + total labour cost > 25% of total revenue)?		
YES		NO	

<b>4.2.2</b>	Is your company a recipient of Enterprise Development Contributions?*		
YES		NO	

<b>4.2.3</b>	May the above mentioned information be shared and included in Transnet Supplier Database for future reference? *		
YES		NO	

<b>4.2.4</b>	If you are successful in the tender/contract (where applicable) and this is awarded to your company / organisation, will this have a positive impact on your employment plans? *		
YES		NO	

<b>4.2.5</b>	If yes (above) kindly provide the following information:					
	BLACK	WHITE	COLOURED	INDIAN	OTHER	TOTAL
Permanent						
Part Time						

<b>4.2.6</b>	In terms of above kindly provide numbers on woman and disabled personnel:					
	BLACK	WHITE	COLOURED	INDIAN	OTHER	TOTAL
Women						
Disabled						

<b>4.2.7</b>	Are any of your members/shareholders/directors ex employees of Transnet?		
YES		NO	

<b>4.2.8</b>	Are any of your family members employees of Transnet?		
YES		NO	

<b>4.2.9</b>	If Yes to points 4.2.7 & 4.2.8, list details of employees/ex-employees				
SURNAME & INITIALS	IDENTITY NUMBER	NAME & ADDRESS OF OTHER FIRM	TITLE IN OTHER FIRM	% OWNED	TYPE OF BUSINESS OF OTHER FIRM

Respondent's Signature

Date and Company Stamp



Internal Transnet Departmental Questionnaire (for office use only)

**Section 1: To be completed by the Transnet Requesting / Sourcing Department**

TFR		TRE		TPT		TPL		TNPA		TRN	
Creat		Amen		Block		Unblock		Once-Off / Emergency			
Extend		Delet		Undel							

Supplier's trading name			
Supplier's registered			
Please indicate if the Supplier has a contract with sourcing Transnet OD			Yes
If yes please submit a copy of the letter of award			No

a) What is being procured from the supplier?			
i. Products only	Yes	No	
ii. Services only	Yes	No	
iii. Labour only	Yes	No	
iv. Mix of services and	Yes	No	
v. Mix of services and labour	Yes	No	

b) If your answer is **YES** to questions II, III, IV or V in paragraph a) above, please indicate whether the relevant **PAYE questionnaires** have been forwarded to the appropriate **Transnet Operational Divisions'** decision making bodies / **Strategic Supply Management** team for a directive /decision on tax withholding from payments to this supplier.

Yes	No
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c) If your reply to (b) is "**NO**", please furnish

**d) Certification and Approval of proposed Vendor Creation/Unblocking/Other Changes by Transnet Official with Appropriate Delegated Authority :**

**I HEREBY CERTIFY THAT THE TRANSNET DETAILED PROCUREMENT PROCESS (DPP) / PROCUREMENT MECHANISM HAS IN ALL RESPECTS BEEN ADHERED TO AND I THEREFORE APPROVE THE PROPOSED VENDOR CREATION/APPROVAL/OTHER CHANGES TO BE EFFECTED ON THE VENDOR MASTER**

Name	Grade	Date	Signature
		Y Y Y Y M M D D	

Tel No:		Fax	
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Respondent's Signature

Date and Company Stamp



Section 2: To be completed by the BEE Department (this section is for Confirmation/Determining of)														
NARROW BASED (NB)				BROADBASED (BBBEE)										
BEE O/S	BWBE	DPBE	MR	CONTR. LEVEL	EME: <R5m	QSE: >R5m <R35m		LARGE: >R35m		VALIDITY DATE				
Name				Grade		Date						Signature		
						Y	Y	Y	Y	M	M	D	D	
						Y	Y	Y	Y	M	M	D	D	

Respondent's Signature

Date and Company Stamp



**SECTION 11**

**RFQ NUMBER: HOAC-H0**

**SUPPLIERS CODE OF CONDUCT**

**CLEANING OF OFFICES, GARDEN MAINTENANCE & PEST CONTROL AT WELGEDAG  
(YARD & CREW) FOR A PERIOD OF TWO YEARS**

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Respondent's Signature

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delivering on our commitment to you

## Suppliers Code of Conduct



Respondent's Signature

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## Suppliers Code of Conduct

Transnet aims to achieve the best value for money when buying or selling goods and obtaining services. This, however, must be done in an open and fair manner that supports and drives a competitive economy. Underpinning our process are several acts and policies that any supplier dealing with Transnet must understand and support.

These are:

- » Transnet Procurement Policy - A guide for tenderers;
- » Section 217 of the Constitution - the five pillars of Public PSCM (Procurement and Supply Chain Management): fair, equitable, transparent, competitive and cost effective;
- » The Public Finance Management Act (PFMA);
- » The Broad Based Black Economic Empowerment Act (BBBEE); and
- » The Anti-Corruption Act.

This code of conduct has been compiled to formally apprise Transnet Suppliers of Transnet's expectations regarding behaviour and conduct of its Suppliers.

### Prohibition of Bribes, Kickbacks, Unlawful Payments, and Other Corrupt Practices

Transnet is in the process of transforming itself into a self-sustaining State Owned Enterprise, actively competing in the logistics industry. Our aim is to become a world class, profitable, logistics organisation. As such, our transformation is focused on adopting a performance culture and to adopt behaviours that will enable this transformation.

**Transnet will not participate in corrupt practices. Therefore, it expects its suppliers to act in a similar manner.**

- » Transnet and its employees will follow the laws of this country and keep accurate business records that reflect actual transactions with, and payments to, our suppliers.







- » Employees must not accept or request money or anything of value, directly or indirectly, from suppliers.

Employees may not receive anything that is calculated to:

- Illegally influence their judgement or conduct or to influence the outcome of a sourcing activity;
- Win or retain business or to influence any act or decision of any person involved in sourcing decisions; gain an improper advantage.

- » There may be times when a supplier is confronted with fraudulent or corrupt behaviour of Transnet employees. We expect our suppliers to use our "Tip-offs Anonymous" Hotline to report these acts - 0800 003 056.

**Transnet is firmly committed to free and competitive enterprise.**

- » Suppliers are expected to comply with all applicable laws and regulations regarding fair competition and antitrust practices
- » Transnet does not engage non-value adding agents or representatives solely for the purpose of increasing BBBEE spend (fronting).

**Transnet's relationship with suppliers requires us to clearly define requirements, to exchange information and share mutual benefits.**

- » Generally, suppliers have their own business standards and regulations. Although Transnet cannot control the actions of our suppliers, we will not tolerate any illegal activities.







These include, but are not limited to:

- Misrepresentation of their product (origin of manufacture, specifications, intellectual property rights, etc);
- Collusion;
- Failure to disclose accurate information required during the sourcing activity (ownership financial situation, BBBEE status, etc.);
- Corrupt activities listed above; and harassment, intimidation or other aggressive actions towards Transnet employees.

- >> Suppliers must be evaluated and approved before any materials, components, products or services are purchased from them. Rigorous due diligence must be conducted and the supplier is expected to participate in an honest and straight forward manner.
- >> Suppliers must record and report facts accurately, honestly and objectively. Financial records must be accurate in all material respects.

### Conflict of Interest

A conflict of interest arises when personal interests or activities influence (or appear to influence) the ability to act in the best interests of Transnet. Examples are:

- >> Doing business with family members.
- >> Having a financial interest in another company in our industry.



Show that you support good business practice by logging onto [www.transnet-suppliers.net](http://www.transnet-suppliers.net) and completing the form.

This will allow us to confirm that you have received, and agree to, the terms and conditions set out in our Suppliers Code of Conduct.

**TIP-OFFS ANONYMOUS HOTLINE**  
**0800 003 056**



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"Preview Copy Only"

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Respondent's Signature

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Date and Company Stamp