

TRANSNET FREIGHT RAIL, a division of

TRANSNET SOC LTD

Registration Number 1990/000900/30 [hereinafter referred to as **Transnet**]

REQUEST FOR QUOTATION [RFQ] No: ERAC-WGO-23671

FOR THE SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING A LC FLOWMETER M15 TYPE

FOR DELIVERY TO: WITBANK

ISSUE DATE:	17 March 2017
BRIEFING DATE:	24 March 2017
VENUE:	N4 BUSINESS, BLOCK A 7 CORRIDOR CRESENT WITBANK
TIME:	11:00 AM
CLOSING DATE:	28 MARCH 2017
CLOSING TIME:	10:00 AM
VALIDITY PERIOD:	28 June 2017



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Section 1 NOTICE TO BIDDERS

1 Invitation to bid

DESCRIPTION	FOR THE SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING A LC FLOWMETER M15 TYPE	
INSPECT / COLLECT DOCUMENTS FROM	This bid may be downloaded free of charge directly from the National Treasury e-Tender portal: www.etenders.gov.za 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 17 March 2017 until 23 March 2017 This RFQ may be collected from the following address: Transnet Freight Rail Tender Advice Centre, Ground Floor, Nzasm Building, Room G16, Corner of Paul Kruger and Minaar Street Pretoria, 0001	
TENDERS COLLECTED FROM NT PORTAL: IMPORTANT INFORMATION	If Bidders intend to download the bid off the Portal, they are required to indicate their intention to respond to this bid by 16 March 2017 by sending an email with their contact details to the following address: Gloria.Nhlapo@transnet.net or Dudu.Mkhwebane@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.	
BID FEE AND BANKING DETAILS	If the bidder chooses to collect the document from Transnet, the following bank details must be used R250.00 [inclusive of VAT] per set. Payment is to be made as follows: Account Name : Transnet Freight Rail Account : Standard Bank Account number : 203158598 Branch code : 004805 NOTE – This amount is not refundable. A receipt for such payment made must be presented when collecting the RFQ documents and submitted thereafter with your Quotations	
COMPULSORY BRIEFING SESSION	EFING A compulsory site meeting for RFQ briefing will be conducted at N4 Business Park, Block A, 7 Corridor Crescent Witbank on 24 March 2017 at 11:00 for a period of ± 1 hour. [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. RESPONDENTS ARE REQUIRED TO BRING ALONG SAFETEY BOOTS AND REFLECTIVE VEST AS WILL GO FOR A SITE VISIT	

	A Certificate of Attendance set out in Section 7 hereto must be completed and submitted with your Quotation as proof of attendance is required for a compulsory site meeting and/or RFQ briefing.	
	Respondents failing to attend the compulsory site meeting and/or RFQ briefing will be disqualified	
CLOSING DATE	10:00 on Tuesday 28 March 2017 This tender shall close punctually at the following address: The Chairperson, Transnet Freight Rail Tender Advice Centre, Ground Floor, Tender Box in the foyer Nzasm Building, Corner of Paul Kruger and Minaar Street Pretoria, 0001	
	As a general rule, if a bid is late or delivered to the incorrect address, it will not be accepted for consideration.	
VALIDITY PERIOD	End of validity period: 28 June 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.	
SUPPLIER REGISTRATION ON THE NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD)	In terms of paragraph 3 of the NATIONAL TREASURY SCM INSTRUCTION NO 4 OF 2016/2017, which became effective on 1 May 2016, Transnet must ensure that 3.1.1 Suppliers are registered on the Central Supplier Database [CSD] before any procurement related activities commences; 3.1.2 The CSD can be used as the single on only list of prospective suppliers for Transnet Furthermore, according to paragraph 5.6 5.6 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 ensure that you register your company on the CSD by following these steps: Step 1: Access the CSD site on <u>https://secure.csd.gov.za/</u> Step 2: Register a new CSD account <u>https://secure.csd.gov.za/Account/Register</u> 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 information Step 7: Complete contact information Step 8: Complete dark activation Step 10: Complete tax information Step 11: Complete dark account information Step 11: Complete directors/members information (if non-CIPC company) Step 12: Complete associations (if relevant) Step 13: Complete associations (if relevant) Step 14: Complete B-BBEE information 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	

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 explained in more detail in the B-BBEE Claim Form (Section 6), Transnet will award preference points to companies who provide proof of their B-BBEE status using either the latest version of the generic Codes of Good Practice or Sector Specific Codes (if applicable).

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

Respondents are required to complete Section 6 and submit it together with valid proof of their B-BBEE Status as stipulated in the Claim Form in order to obtain preference points for their B-BBEE status.

Respondents are required at all times to comply with the latest B-BBEE legislation and/or instruction notes as issued from time to time by the DTI.

Note: Failure to submit valid and original (or certified copy of) proof of the Respondent's compliance with the B-BBEE requirements stipulated in Section 6 of this RFQ (the B-BBEE Preference Points Claim Form) 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:	Mathetja Meletse	Email:	Mathetja.Meletse@transnet.net
Telephone:	013 658 2474		

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

Telephone	012 315 4124	Email:	<u>Gloria.Nhlapo@transnet.net</u>
Telephone	012 315 4121	Email:	Dudu.Mkwebane@transnet.net

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.

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;
- make no award at all;
- validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to Transnet to do so;
- request audited financial statements or other documentation for the purposes of a due diligence exercise; and/or
- not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after the award of the business, unless the contract specifically provides for it.

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 and/or place the Respondent on Transnet's list of Restricted Suppliers.

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 undertake post-tender negotiations [PTN] with selected Respondents or any number of short-listed Respondents, such PTN to include, at Transnet's option, any evaluation criteria listed in this RFQ document. In the event of any Respondent being notified of such short-listed/preferred bidder status, his bid, as well as any subsequent negotiated best and final offers (BAFO), will automatically be deemed to remain valid during the negotiation period and until the ultimate award of business.

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.

Under such circumstances, the validity of the bids of the next ranked bidder(s) will be deemed to remain valid, irrespective of whether the next ranked bidder(s) were issued with a Letter of Regret. Bidders may therefore be requested to advise whether they would still be prepared to provide the required goods at their quoted price, even after they have been issued with a Letter of Regret.

Transnet reserves the right to lower the threshold for Technical from **80% to 70%** if no Bidders pass the predetermined minimum threshold.

11 Specification/Scope of Work

11.1 Scope of Work to replace defective flowmeters at refuelling station at Witbank Depot

- 11.1.1 Drain the diesel on the refuelling pipeline A (pipe size diameter 2 inch and length 22m)
- 11.1.2 Remove existing Tokico flowmeter on refuelling stream A
- 11.1.3 On refuelling station A: Supply, deliver and install positive displacement Liquid Control (LC) flowmeter M15 type c/w air eliminator and a mechanical totalizer.
- 11.1.4 Ensure that refuelling station A, flowmeter assembly have proving points to enable periodical testing and calibration of flowmeter as part of an acceptable maintenance philosophy regime.
- 11.1.5 Fabricate the pipes and perform NDT for the new welds
- 11.1.6 Test and commission the new flowmeters on refuelling stations A.
- 11.1.7 Calibrate the flowmeters on refuelling station A, and issue valid calibration certificates (SANAS Approved).
- 11.1.8 Expected delivery period two (2) weeks.

12 Safety/Risk/Health and Environmental Plan

A Safety, Risk, Health and Environmental plan will be required to be submitted with the RFQ document. The respondent should take the following points in consideration when compiling the plan

12.1 Personnel information

- 12.1.1 Induction Certificate
- 12.1.2 Medical surveillance and certificate of fitness
- 12.1.3 Competency certificate
- 12.1.4 ID Copy
- 12.1.5 Acknowledgement of receiving Personal Protective Equipment's (PPE's)

12.2 Signing On Procedure

- 12.2.1 Signing of attendance register with all personal particulars
- 12.2.2 Declaration of Fit / Unfit for duty
- 12.2.3 Proof of training / certificate to operate substance abuse testing machine
- 12.2.4 Valid calibration certificate for substance abuse testing machine
- 12.2.5 Substance abuse testing proof or results for all personnel on site
- 12.2.6 Safety Topic discussed at the depot

12.3 On-site signing On Procedure

12.3.1 Identify Emergency Assemble Point

- 12.3.2 Conduct on site walk about doing Hazard Identification Risk Assessment (HIRA)
- 12.3.3 Conduct on-site safety talk based on your HIRA findings and activity to be performed
- 12.3.4 Identify reverse parking area, smoking area & show first aid box and fire extinguisher to the team
- 12.3.5 Inspect PPE's in order to ensure that everybody has a right PPE for the task to be executed
- 12.3.6 Inspect tools in order to ensure that everybody has a right tool for the task to be executed
- 12.3.7 Let the team sign to acknowledge all of the above points

12.4 Incident Management

- 12.4.1 Report incidents or accidents immediately to technical officer
- 12.4.2 Inform First Aiders on site to render first aid service to the injured employee
- 12.4.3 Activate nearby ambulance to take injured employee to hospital.
- 12.4.4 Stop the team and direct them to Emergency Assemble Point to conduct incident recall
- 12.4.5 Offer Employee Assistance Program (EAP) to all those who might require it due on the incident

12.5 Logbooks and Registers

- 12.5.1 Electric Equipment / Tools Register Portable
- 12.5.2 Fall Protection Plan Checklist
- 12.5.3 Personal Protective Equipment and Clothing

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12.6 Risk Management

- 12.6.1 Task descriptions
- 12.6.2 Risk Identification, Analysis, Mitigating Steps, Monitoring Steps and Review Plan
- 12.6.3 Risk Assessment (Construction Regulation 7)
- 12. 6.4 Occupational Hygiene Surveys e.g. Noise, Dust etc.

12.7 Emergency Planning – Evacuation plan

- 12.7.1 Evacuation procedure
- 12.7.2 Site Procedure
- 12.7.3 Emergency response numbers

12.8 SHE Communications

- 12.8.1 Safety/Toolbox talks
- 12.8.2 Incident Recall

12.9 Safe Working Procedures

- 12.9.1 Method Statements
- 12.9.2 Safe Operating Procedures
- 12.9.3 Task/Job observations

12.10 Fall Protection Plan

- 12.10.1 Documented fall protection plan
- 12.10.2 Rescue Plan
- 12.10.3 Training/Certification
- 12.10.4 Fall arrest and protection equipment

12.11 Personal Protective Equipment and Clothing

12.11.1 PPE required: Safety boots, goggles, rubber gloves, respiratory mask, overalls, safety harness, chainsaw gloves, pants and tops, helmet with ear-muffs and face shield, dust musk 12.11.2 PPE proof of issue

12.12 Environmental Management Plan

Note: TFR Environmental Consultant will obtain Environmental authorisation (EIA and EMP) and permits from the relevant authority (when necessary) prior to commencement of the project

Provide procedure of the following:

- 12.12.1 Control of Dust
- 12.12.2 Noise Pollution Control
- 12.12.3 Waste management
- 12.12.4 Environmental Incident Management (Sect 30 NEMA)

12.12.5 Contamination of surface and underground water

12.12.6 Environmental Clean-up and Rehabilitation

13 Legal review

A Proposal submitted by a Respondent will be subjected to review and acceptance or rejection of its proposed contractual terms and conditions by Transnet's Legal Counsel, prior to consideration for an award of business.

14 Security clearance

Acceptance of this bid could be subject to the condition that the Successful Respondent, its personnel providing the goods and its subcontractor(s) must obtain security clearance from the appropriate authorities to the level of CONFIDENTIAL/ SECRET/TOP SECRET. Obtaining the required clearance is the responsibility of the Successful Respondent. Acceptance of the bid is also subject to the condition that the Successful Respondent will implement all such security measures as the safe performance of the contract may require.

15 National Treasury's Central Supplier Database

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. Transnet is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. Business may not be awarded to a Respondent who has failed to register on the CSD. The CSD can be accessed at https://secure.csd.gov.za/. Respondents are required to provide the following to Transnet in order to enable it to verify information on the CSD:

Supplier Number: ______ Unique registration reference number: ______.

16 Tax Compliance

Regulation 14 of the Preferential Procurement Regulations, 2011 issued in terms of the Preferential Procurement Policy Framework Act (PPPFA) states that no tender may be awarded to any person whose tax matters have not been declared by the South African Revenue Services (SARS) to be in order.

16.1 New Tax Compliance Status (TCS) System

SARS has implemented a new Tax Compliance Status (TCS) system in terms of which a taxpayer is now able to authorise any 3rd party to verify its compliance status in one of two ways: either through the use of an electronic access PIN, or through the use of a Tax Clearance Certificate obtained from the new TCS system.

Respondents are required to provide the following to Transnet in order to enable it to verify their tax compliance status:

Tax reference number: ______ Tax Clearance Certificate & TCC Number: _____ and PIN: _____.

16.2 Tax Compliance Requirements for Foreign Entities

Tax compliance requirements are not applicable to foreign bidders/individuals with no South African tax obligations. Where foreign bidders seek to be exempted from the requirement to submit a tax clearance

certificate / tax clearance PIN issued by SARS, such entities are required to complete a sworn affidavit on their tax obligation categorization. The affidavit must confirm an answer of "No" to **all** questions below in order for a Respondent to be regarded as being exempt from submitting a tax clearance certificate or tax clearance PIN:

- a) Is the entity a tax resident of the Republic of South Africa (RSA)?
- b) Does the entity have a branch/locally registered entity in the RSA?
- c) Does the entity have a permanent establishment in the RSA?
- d) Does the entity have any source of income (income is defined as per the Income Tax Act 58 of 1962 as the amount remaining of the gross income of any person for any year or period of assessment after deducting therefrom any amounts exempt from normal tax under Part I of Chapter II of the Act) in the RSA in the current tax year?
- e) Is the entity liable in the RSA for any form of taxation in the current tax year?

If a Respondent's answers to any one (or more) of the questions above changes to a "Yes" at any time during the bid process and/or after award of the contract (should a particular Respondent be successful), then the Respondent undertakes to comply with its tax obligations and to report to Transnet accordingly with either a tax clearance certificate / tax clearance PIN issued by SARS.

17 Protection of Personal Data

In responding to this bid, Transnet acknowledges that it may obtain and have access to personal data of the Respondents. Transnet agrees that it shall only process the information disclosed by Respondents in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law. Furthermore, Transnet will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, Transnet requires Respondents to process any personal information disclosed by Transnet in the bidding process in the same manner. The detailed mutual duties of Transnet and the Respondents to protect personal information is contained in paragraph 37 of the General Bid Conditions.

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 SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING LC FLOWMETER M15 TYPE

CLOSING VENUE: TRANSNET FREIGHT RAIL, NZASM BUILDING, TENDER ADVICE CENTRE, GROUND FLOOR, TENDER BOX IN THE FOYER CORNER OF PAUL KRUGER AND MINNAAR STREET PRETORIA, 0001 CLOSING DATE & TIME: 28 MARCH 2017 @10:00 VALIDITY PERIOD: 28 JUNE 2017

SECTION 2

EVALUATION CRITERA 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	Valid Letter of Good Standing from the Department of Labour			
responsiveness	CSD Registration (National Treasury)			
	Valid Tax Clearance Certificate			
	• Submission of 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 a sworn affidavit confirming annual turnover and level of black ownership in case of all EMEs and QSEs with 51% black ownership			
Substantive	Prequalification criteria, if any, must be met and			
responsiveness	• Mechanical Engineering Qualification (Diploma or BEng / BSc Degree			
	Compliance to Transnet Specification (Clause by clause declaration to specification 100%)			
	• Pricing schedule submitted and all items on the pricing schedule priced			
	Signed Certificate of attendance of compulsory site meeting			
	• NB: (Failure to submit the above mentioned documents,			
	tender will not be evaluated to the next stage			
Functionality Threshold	As prescribed in terms of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its Regulations, Respondents are to note that functionality is included as a threshold with a prescribed percentage threshold of 80%. Previous experience, delivery lead-time and Health, safety, risk and environmental plan will be considered as part of the technical evaluation.			
	Previous experience on Petrochem industry Mechanical repairs and			

	installations – 30%	
	 Delivery period – 40% 	
	 Health, Safety, risk and environmental plan – 30% 	
Final weighted	Pricing and price basis [firm]	
evaluation based • B-BBEE status of company - Preference points will be awarded to a bidd		
on 80/20 attaining the B-BBEE status level of contribution in accordance wit		
	indicated in Annexure A: B-BBEE Claim Form.	

2 Validity Period

Transnet desires a validity period from the closing date of this RFQ.

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. However, once the adjudication body has approved the process and award of the business to the successful bidder(s), the validity of the successful bidder(s)' bid will be deemed to remain valid until a final contract has been concluded.

With regard to the validity period of short-listed bidders, please refer to Section 1, paragraph 9. This RFQ is valid until <u>28 JUNE 2017</u>

3 Disclosure of Prices Quoted

Respondents are to note that, on award of business, Transnet is required to publish the tendered prices and preferences claimed of the successful and unsuccessful Respondents *inter alia* on the National Treasury e-Tender Publication Portal, (<u>www.etenders.gov.za</u>), as required per National Treasury Instruction Note 01 of 2015/2016.

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 <u>Mandatory Returnable</u> <u>Documents</u>, 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 <u>all</u> 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]
Mechanical Engineering Qualification (Diploma or BEng / BSc Degree)	
 Section 3 : Quotation Form (Pricing schedule submitted and all items on the pricing schedule priced) 	2
• Section 7 : Signed Certificate of attendance of compulsory site meeting	
Annexure A: Compliance to Transnet Specification (Clause by clause declaration to specification 100%)	

The test for the Technical and Functional threshold will include the following:

Technical Criteria		% Weightings
•	Previous experience on Petrochem industry Mechanical repairs and installations –	30%
٠	Delivery period	40%
٠	Health, Safety, risk and environmental plan	30%
	Total Weighting:	100%
	Minimum qualifying score required:	80%

b) Essential Returnable Documents

In addition to the requirements of section (a) above, Respondents are further required to submit with their Proposals the following **Essential Returnable Documents** as detailed below.

Essential Returnable Documents required for evaluation purposes:

Failure to provide all Essential Returnable Documents used for purposes of scoring a bid, by the closing date and time of this bid will not result in a Respondent's disqualification. However, Bidders will receive an automatic score of zero for the applicable evaluation criterion. Bidders are therefore urged to ensure that <u>all</u> these documents are returned with their Quotations

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

ĺ	ESSENTIAL RETURNABLE DOCUMENTS USED FOR SCORING	SUBMITTED [Yes or No]
	Valid and original (or a certified copy) proof of Respondent's compliance to B-BBEE requirements stipulated in Section 6 of this RFQ:	
-	SECTION 2 : Evaluation criteria and list of returnable documents	

ESSENTIAL RETURNABLE DOCUMENTS USED FOR SCORING	SUBMITTED [Yes or No]
Previous experience on Petrochem industry Mechanical repairs and	
installations	
Delivery period	
Health, Safety, risk and environmental plan	

Other Essential Returnable Documents:

Failure to provide other essential Returnable Documents <u>may</u> result in a Respondent's disqualification. Bidders are therefore urged to ensure that <u>all</u> these documents are returned with their Proposals.

Please confirm submission of these essential Returnable Documents by indicating Yes or No in the table below

	0	THER ESSENTIAL RETURNABLE DOCUMENTS & SCHEDULES	SUBMITTED [Yes or No]
	-	In the case of Joint Ventures, a copy of the Joint Venture Agreement or written	
		confirmation of the intention to enter into a Joint Venture Agreement	
-		Tax Clearance Certificate or electronic access PIN obtained from SARS's new Tax	
		Compliance Status (TCS) system	
		[Consortia / Joint Ventures must submit a separate Tax Clearance Certificate for each	
		party]	
	-	SECTION 4: Certificate of Acquaintance with RFQ Documents	
	-	SECTION 5: RFQ Declaration and Breach of Law Form	
	-	SECTION 6: B-BBEE Preference Claim Form	

5 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.

SECTION 3

QUOTATION FORM AND CERTIFICATE OF ACQUAINTANCE WITH RFQ DOCUMENT

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.

Item No	Description of Goods /Services	Unit of Measure	Quantity	Unit Delivered Price (ZAR) Excl. Vat (ZAR)	Total Delivered Price Excl. Vat (ZAR)
1	Drain diesel on the refuelling	Sum	1		
	pipeline(D=2inch, L=22m)				
2	Remove existing Tokico flowmeters on refuelling stream A	No	1		
3	Supply install mechanical positive displacement flowmeter LC M15 c/w air eliminator and 1" bleeding line discharging into the nearest drainage system	No	1		
4	Fabricate pipes and Perform NDT of new welds	Sum	1		
5	Test and commission the flowmeter	No	1		
6	Calibrate new flowmeter and issue valid calibration certificates(SANAS APPROVED)	No	1		

		Sub total	
		Vat	
		Total	

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

(Delivery period from date of receiving PO to completion of project)

Notes to Pricing:

- a) All Prices must be quoted in South African Rand.
- b) To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being disqualified.
- c) Please note that should you have offered a discounted price(s), Transnet will only consider such price discount(s) in the final evaluation stage if offered on an unconditional basis.
- d) Bidders are advised that they take responsibility for submitting quotations that are correct and without any arithmetical errors.

All line items must reflect the correct unit price and total price, after taking into account the quantity.

The sum of all line items must correctly reflect the total of all line items, without vat and including vat.

Transnet may disqualify bidders that submit bids with arithmetical errors.

REFERENCES

Please indicate below the company names and contact details of existing customers whom Transnet may contact to seek third party evaluations of your current service levels: Proof of experience on Petrochem Industry Mechanical repairs and installations

Company Name	Nature of work	Value of work	Contact Person	Contact details	Year Completed

SECTION 4

CERTIFICATE OF ACQUAINTANCE WITH RFQ DOCUMENTS

By signing this certificate the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with, and agrees with all the conditions governing this RFQ. This includes those terms and conditions contained in any printed form stated to form part hereof, including but not limited to the documents stated below. As such, Transnet 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 in calculating tendered prices or any other purpose:

1.	Transnet's General Bid Conditions*
2.	Standard RFQ Terms and Conditions for the supply of Goods or Services to Transnet
3.	Transnet's Supplier Integrity Pact*
4.	Vendor Application Form* and all supporting documents (first time vendors only). Alternatively, for all
	existing vendors, please complete the table below under the heading "Existing vendors".
5.	E4E – Safety Arrangements and Procedural Compliance (Act 85 of 1993) and applicable
	Regulations

Respondents are to note that the documents marked with a "*" are available on request or at the Transnet website (<u>www.transnet.net</u>). Please click on "Business with Us", proceed to the tab "Tenders" and then click on "Standard Bid Documents".

<u>Existing vendors</u>: existing vendors are required to confirm whether all the information (e.g. company address, contact details, banking details, etc.) relating to the existing vendor number is still correct at the time of submission of this bid or update their information in the table below:

Transnet Operating	Vendor Number	Information still	Information change [indicate detail
Division [e.g. TFR,		current [tick if	of change/s & attach appropriate
TE, etc.]		applicable]	proof]

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in the RFQ unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Bid. Any such submission shall be subject to review by Transnet's Legal Counsel who shall determine whether the proposed alternative(s) are acceptable or otherwise, as the case may be. A material deviation from the Standard terms or conditions could result in disqualification.

Bidders accept that an obligation rests on them to clarify any uncertainties regarding any bid to which they intend to respond, before submitting the bid. The Bidder agrees that he/she will have no claim based on an allegation that any aspect of this RFQ was unclear but in respect of which he/she failed to obtain clarity.

The bidder understands that his/her Bid will be disqualified if this Certificate of Acquaintance with RFQ documents included in the RFQ as a returnable document, is found not to be true and complete in every respect.

SIGNED at	on this	day of	20
SIGNATURE OF WITNESSES		ADDRESS OF WITNESSES	
1			
Name			
2			
Name			
SIGNATURE OF RESPONDENT'S AUTHORISE	ED REPRESENT	ATIVE:	
NAME:			
DESIGNATION:	<u></u>		

SECTION 5

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

SECTION 6

B-BBEE PREFERENCE POINTS CLAIM FORM

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- 1.2 The value of this bid is estimated to not exceed R1 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.
- 1.3 Preference points for this bid shall be awarded for:
 - (a) Price; and
 - (b) B-BBEE Status Level of Contribution.
- 1.4 The maximum points for this bid are allocated as follows:

POINTS
80
20
100

- 1.5 **Failure on the part of a bidder to 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 a sworn affidavit confirming annual turnover and level of black ownership in case of all EMEs and QSEs with 51% black ownership or more together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution **are not claimed**.
- 1.6 The purchaser 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 the purchaser.

2. **DEFINITIONS**

- (a) **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) "B-BBEE status level 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;
- (d) "bid" means a written offer in a prescribed or stipulated form in response to an invitation by an

organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

- (e) "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **"CIPC"** means the Companies and Intellectual Property Commission, formerly known as CIPRO, the Companies and Intellectual Property Registration Office.
- (g) **"comparative price"** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (h) "consortium or joint venture" means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- (i) "contract" means the agreement that results from the acceptance of a bid by an organ of state;
- (j) "EME" means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9
 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (k) "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 or 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;
- (I) "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;
- (m) "non-firm prices" means all prices other than "firm" prices;
- (n) "person" includes a juristic person;
- (o) "QSE" means a Qualifying Small EEnterprise as defines by Codes of Good Practice under section 9
 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (p) **"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;
- (q) "sub-contract" means the primary contractor's assigning, leasing, 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;
- (r) "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 Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- (s) **"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
- (t) "**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 will be awarded the contract.
- 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 must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one 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 must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. **POINTS AWARDED FOR PRICE**

4.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 - \frac{Pt - P\min}{P\min} \right)$$

accordance with the table below:

Where

Ps = Points scored for comparative price of bid under consideration

In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

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

5.1

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

- 5.2 A bidder who qualifies as an EME in terms of the B-BBEE Act **must submit a sworn affidavit confirming Annual Total Revenue and Level of Black Ownership**. Furthermore EMEs may also obtain a sworn affidavit from CIPC (formerly CIPRO) Self Service Terminals when registering a business or filing annual returns. In these instances Transnet would require proof of turnover as well as proof of ownership. Sworn affidavits must substantially comply with the format that can be obtained on the DTI's website at <u>www.dti.gov.za/economic empowerment/bee codes.jsp</u>.
- 5.3 **QSEs that are at least 51% Black owned or higher 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.

- 5.4 A Bidder other than EME or a QSE that is at least 51% Black owned 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.
- 5.5 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.6 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.
- 5.7 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.8 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 sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.9 A person awarded a contract may not sub-contract more than 25% 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 sub-contracted to an EME that has the capability and ability to execute the sub-contract.
- 5.10 Bidders are to note that the rules pertaining to B-BBEE verification and other B-BBEE requirements may be changed from time to time by regulatory bodies such as National Treasury or the DTI. It is the Bidder's responsibility to ensure that his/her bid complies fully with all B-BBEE requirements at the time of the submission of the bid.

6. BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1

7.1 B-BBEE Status Level of Contribution: . =(maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 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.

8. SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

	YES		NO	
--	-----	--	----	--

8.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME.

(Tick applicable box)

	,
YES	NO

9. DECLARATION WITH REGARD TO COMPANY/FIRM

- 9.1 Name of company/firm:
- 9.2 VAT registration number:.....
- 9.3 Company registration number:.....

9.4 **TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

9.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[*TICK APPLICABLE BOX*]

- 9.7 Total number of years the company/firm has been in business:....
- 9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:
 - i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
 - iv) 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, the purchaser 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, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES	SIGNATURE(S) OF BIDDERS(S)
1	DATE:
2	ADDRESS

SECTION 7: CERTIFICATE OF ATTENDANCE OF SITE MEETING / RFQ BRIEFING

It is hereby certified that –

1._____

2._____

Representative(s) of ______ [name of entity]

attended the site meeting / RFQ briefing in respect of the proposed Services to be supplied in terms of this RFQ on ______20_____

TRANSNET'S REPRESENTATIVE

RESPONDENT'S REPRESENTATIVE

DATE _____

DATE _____

ANNEXURE A – CLAUSE BY CLAUSE COMPLIANCE TO SPECIFICATION

Item no	Comply	Does not	Reasons/comments
		comply	for non-compliance
			to project
			specification
11.1.1 Drain the diesel on the			specification
refuelling pipeline A (pipe size			
diameter 2 inch and length 22m)			
11.1.2 Remove existing Tokico			
flowmeter on refuelling stream A			
11.1.3 On refuelling station A:			
Supply, deliver and install positive			
displacement Liquid Control (LC)			
flowmeter M15 type c/w air			
eliminator and a mechanical			
totalizer.			
11.1.4 Ensure that refuelling			
station A, flowmeter assembly			
have proving points to enable			
periodical testing and calibration			
of flowmeter as part of an			
acceptable maintenance			
philosophy regime			
11.1.5 Fabricate the pipes and			
perform NDT for the new welds			
11.1.6 Test and commission the			
new flowmeters on refuelling			
stations A.			
11.1.7 Calibrate the flowmeters			
on refuelling station A, and issue			
valid calibration certificates			
(SANAS Approved).			
11.1.8 Expected delivery			
period two (2) weeks			