

**TRANSNET FREIGHT RAIL**

An Operating Division of **TRANSNET SOC LTD**

[Registration No. 1990/000900/30]

**REQUEST FOR QUOTATION [RFQ] [GOODS]**

**RFQ ERACES3928-22186 SUPPLY AND DELIVERY OF CLEANING AND TOILETRY KIT ON AN "AS AND WHEN REQUIRED BASIS" AT, RUSTENBURG DEPOT FOR A PERIOD OF 36 MONTHS**

<b>RFQ NUMBER</b>	<b>ERACES 3928-22186</b>
<b>ISSUE DATE:</b>	<b>17 October 2016</b>
<b>CLOSING DATE:</b>	<b>01 November 2016</b>
<b>CLOSING TIME:</b>	<b>10:00</b>
<b>BID VALIDITY PERIOD:</b>	<b>28 February 2017</b>

**A Bid fee of R250 [inclusive of VAT] per set is applicable.**

**Payment is to be made as follows:**

<b>Account Name :</b>	<b>Transnet Freight Rail</b>
<b>Account :</b>	<b>Standard Bank</b>
<b>Account number:</b>	<b>203158598</b>
<b>Branch code :</b>	<b>004805</b>

**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 Quotation.**

**Alternatively:**

**This RFQ may be downloaded directly from Transnet Freight Rail Portal at <http://www.transnetfreightrail-tfr.net/Supplier/Pages/Tenders.aspx>, free of charge.**

**SCHEDULE OF BID DOCUMENTS**

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**RFQ ANNEXURES:**

ANNEXURE A: B-BBEE IMPROVEMENT PLAN

**SECTION 1: NOTICE TO BIDDERS****1 INVITATION TO BID**

Responses to this RFQ [hereinafter referred to as a **Bid** or a **Quotation**] are requested from persons, companies, close corporations or enterprises [hereinafter referred to as an **entity, Respondent** or **Bidder**].

<b>DESCRIPTION</b>	For the supply and delivery of cleaning and toiletry kit on an as and when required basis at Transnet Freight Rail, Rustenburg depot for a period of 36 months
<b>BID FEE AND BANKING DETAILS</b>	<p>A Bid fee of <b>R250</b> [inclusive of VAT] per set is applicable.</p> <p>Payment is to be made as follows:</p> <p>Account Name : Transnet Freight Rail  Account : Standard Bank  Account number : 203158598  Branch code : 004805</p> <p>NOTE – This amount is not refundable. A receipt for such payment made must be presented when collecting the RFQ documents and submitted thereafter with your Quotation.</p> <p>If Bidders intend to download the RFQ from Transnet Freight Rail Portal at <a href="http://www.transnetfreightrail-tfr.net/Supplier/Pages/Tenders.aspx">http://www.transnetfreightrail-tfr.net/Supplier/Pages/Tenders.aspx</a>, the RFQ is issued free of charge. Bidders are required to send their contact details for their intention to bid to the following address: <a href="mailto:gloria.nhlapo@transnet.net">gloria.nhlapo@transnet.net</a> or <a href="mailto:dudu.mkwebane@transnet.net">dudu.mkwebane@transnet.net</a> by Monday, <b>31 October 2016 before 15h00</b>. This is to ensure that any required communication (e.g. addenda to the RFQ) in relation to this RFQ reaches those intending to respond.</p>
<b>INSPECT / COLLECT DOCUMENTS FROM</b>	The office of Transnet Freight Rail Advice Centre Ground Floor Nzasm Building, Room G16 Corner of Paul Kruger and Minnaar Street Pretoria 0001
<b>ISSUE DATE AND COLLECTION DATE DEADLINE</b>	Between 07:30 and 15:00 from <b>17 October 2016 until 31 October 2016</b>
<b>CLOSING DATE</b>	<b>10:00 on Tuesday 01 November 2016</b> Bidders must ensure that bids are delivered timeously to the correct address. As a general rule, if a bid is late or delivered to the incorrect address, it will not be accepted for consideration.
<b>COMPULSORY BRIEFING SESSION</b>	<b>No</b> Refer to paragraph 2 for details.
<b>VALIDITY PERIOD</b>	<b>28 February 2017</b> Bidders are to note that they may be requested to extend the validity period of their bid, on the same terms and conditions, if the internal evaluation process has not been finalised within the validity period.

<p><b>SUPPLIER REGISTRATION ON THE NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD)</b></p>	<p>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</p> <p>3.1.1 Suppliers [of Transnet] are registered on the Central Supplier Database [CSD] before any procurement related activities commences;</p> <p>3.1.2 The CSD can be used as the single and only list of prospective suppliers for [Transnet]</p> <p>Furthermore, according to paragraph</p> <p>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.</p> <p>Please ensure that you register your company on the CSD by following these steps:</p> <p>Step 1: Access the CSD site on <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a></p> <p>Step 2: Register a new CSD account <a href="https://secure.csd.gov.za/Account/Register">https://secure.csd.gov.za/Account/Register</a></p> <p>Step 3: Receive an activation email and click activate account</p> <p>Step 4: Activate account by requesting and entering the OTP</p> <p>Step 5: Log in the CSD</p> <p>Step 6: Complete supplier identification information</p> <p>Step 7: Complete contact information</p> <p>Step 8: Complete address information</p> <p>Step 9: Complete bank account information</p> <p>Step 10: Complete tax information</p> <p>Step 11: Complete directors/members information (if non-CIPC company)</p> <p>Step 12: Complete associations (if relevant)</p> <p>Step 13: Complete commodities information</p> <p>Step 14: Complete B-BBBEE information (future phase)</p> <p>Step 15: Maintain users</p> <p>Step 16: Complete notification information</p> <p>Step 17: Complete accreditations</p> <p>Step 18: Click on submit</p> <p>Step 19: A CSD supplier number and unique registration reference number is auto-generated and communicated</p>
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Any additional information or clarification will be faxed or emailed to all Respondents, if necessary.

## 2 NO FORMAL BRIEFING

A formal briefing session **will not be held** but should Respondents have any specific commercial or technical related queries they should email these to the Transnet employee(s) indicated below **or** complete **SECTION 6 (RFQ CLARIFICATION REQUEST FORM)** and email it before 12:00 3 days prior to closing date:

### a) Edwin Senne (Commercial)

Email: [Edwin.Senne@transnet.net](mailto:Edwin.Senne@transnet.net)

Tel. (012) 315 2137

### b) Gugu Mokgosi

Email: [Gugu.Mokgosi@transnet.net](mailto:Gugu.Mokgosi@transnet.net)

Tel. (014) 590 2215

## 3 QUOTATION SUBMISSION

Quotations must be submitted in a sealed envelope addressed as follows:

The Secretariat, Transnet Acquisition Council

RFQ No: ERACES3928-22186

Description: For the supply and delivery of cleaning and toiletry kit on an "as and when required basis" at Transnet Freight Rail, Rustenburg depot for a period of 36 months.

Closing date and time: **01 November 2016 @10H00**

Closing address [Refer to options in paragraph 4 below]

All envelopes must reflect the return address of the Respondent on the reverse side.

#### **4 DELIVERY INSTRUCTIONS FOR RFQ**

##### **4.1 Delivery by hand**

If delivered by hand, the envelope is to be deposited in the Transnet tender box which is located in the foyer on the ground floor, Nzasm Building, Room G16, Corner of Paul Kruger and Minnaar Street, Pretoria and should be addressed as follows:

THE SECRETARIAT  
TRANSNET ACQUISITION COUNCIL  
GROUND FLOOR (FOYER)  
TENDER BOX  
NZASM BUILDING, ROOM G16  
CORNER OF PAUL KRUGER AND MINNAAR STREET  
PRETORIA  
0001

- a) The measurements of the "tender slot" are 500mm wide x 100mm high, and Respondents must please ensure that response documents or files are no 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, each such envelope to be addressed as required in paragraph 2 above.
- b) It should also be noted that the above tender box is located at the main entrance and is accessible to the public from Monday to Friday from 7h30 to 16h00, 5 days a week.

##### **4.2 Dispatch by courier**

If dispatched by courier, the envelope must be addressed as follows and delivered to the Office of The Secretariat, Transnet Acquisition Council and a signature obtained from that Office:

THE SECRETARIAT  
TRANSNET ACQUISITION COUNCIL  
NZASM BUILDING, ROOM G16  
CORNER OF PAUL KRUGER AND MINNAAR STREET  
PRETORIA  
0001

4.3 If responses are not delivered as stipulated herein, such responses will not be considered.

4.4 No email or faxed responses will be considered, unless otherwise stated herein.

4.5 The responses to this RFQ will be opened as soon as possible after the closing date and time. 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 locations of the Respondents will be divulged to other Respondents upon request.

- 4.6 Envelopes must not contain documents relating to any RFQ other than that shown on the envelope.

## 5 BROAD-BASED BLACK ECONOMIC EMPOWERMENT AND SOCIO-ECONOMIC OBLIGATIONS

As described in more detail in the attached BBBEE Claim Form and as prescribed in terms of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its Regulations, Respondents are to note that Transnet will allow a "preference" to companies who provide a valid B-BBEE Verification Certificate.

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

Respondents are required to complete Section 7 [the B-BBEE Preference Point Claim Form] and submit it together with proof of their B-BBEE Status as stipulated in the Claim Form in order to obtain preference points for their B-BBEE status.

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

### 5.1 B-BBEE Joint Ventures or Consortiums

Respondents who would wish to respond to this RFQ as a Joint Venture [**JV**] or consortium with B-BBEE entities, must state their intention to do so in their RFQ submission. Such Respondents must also submit a signed JV or consortium agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party. If such a JV or consortium agreement is unavailable, the partners must submit confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by Transnet through this RFQ process. This written confirmation must clearly indicate the percentage [%] split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to Transnet.

Respondents are to note the requirements for B-BBEE compliance of JVs or consortiums as required by Section 7 [the B-BBEE Preference Point Claim Form] and submit it together with proof of their B-BBEE Status as stipulated in the Claim Form in order to obtain preference points for their B-BBEE status.

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

### 5.2 Subcontracting

Transnet fully endorses Government's transformation and empowerment objectives and when contemplating subcontracting Respondents are requested to give preference to companies which are Black Owned, Black Women Owned, Black Youth Owned, owned by Black People with Disabilities, EMEs and QSEs including any companies designated as B-BBEE Facilitators<sup>1</sup>.

If contemplating subcontracting, please note that a Respondent will not be awarded points for B-BBEE if it is indicated in its Quotation that such Respondent intends subcontracting more than 25% [twenty-five

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<sup>1</sup> The Minister of the Department of Trade and Industry has the power to designate certain Organs of State or Public Entities as B-BBEE Facilitators. For example, the South African National Military Veterans' Association (SANMVA) has been designated as a B-BBEE Facilitator. As such they will be treated as having rights of ownership held 100% by Black People, 40% by Black Women and 20% by Black designated groups.

percent] of the value of the contract to an entity/entities that do not qualify for at least the same points that the Respondent qualifies for, unless the intended subcontractor is an EME with the capability to execute the contract.

A person awarded a contract may not subcontract more than 25% [twenty-five percent] of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

In terms of Section 7 of this RFQ [the B-BBEE Preference Point Claim Form] Respondents are required to indicate the percentage of the contract that will be sub-contracted as well as the B-BBEE status of the sub-Respondent/s.

### 5.3 B-BBEE Improvement Plan

Transnet encourages its Service Providers to constantly strive to improve their B-BBEE rating. Whereas Respondents will be allocated points in terms of a preference point system based on its B-BBEE scorecard to be assessed as detailed in paragraph 5.1 above, in addition to such scoring, Transnet also requests that Respondents submit a B-BBEE improvement plan. Respondents are therefore requested to indicate the extent to which they will maintain or improve their B-BBEE status over the contract period.

Respondents are requested to submit their B-BBEE Improvement Plan as an additional document with their Quotations by completion of **Annexure A** appended hereto. *[Refer to Section 7 and Annexure A for further instructions]*

## 6 COMMUNICATION

6.1 For specific queries relating to this RFQ, an RFQ Clarification Request Form should be submitted before **12:00 3 days prior to closing date** substantially in the form set out in Section 6 hereto. In the interest of fairness and transparency Transnet's response to such a query will then be made available to the other Respondents who have collected RFQ documents. For this purpose Transnet will communicate with Respondents using the contact details provided to the Secretariat on issue of the bid documentation to the Respondent. Kindly ensure that you provide the Secretariat with the **correct** contact details, as Transnet will not accept responsibility for being unable to contact a bidder who provided incorrect contact details.

6.2 A Respondent may, however, **before** the closing date and time, direct any written enquiries relating to the RFQ to the following Transnet employee:

Name: Edwin Senne

E-mail: [edwin.senne@transnet.net](mailto:edwin.senne@transnet.net)

6.3 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 4122

E-mail: [morris.mhlongo@transnet.net](mailto:morris.mhlongo@transnet.net)

6.4 Respondents are warned that a Quotation may be liable to disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer or employee of Transnet in respect of

this RFQ between the closing date and the date of the award of the business. Furthermore, Respondents found to be in collusion with one another will be automatically disqualified and restricted from doing business with Transnet in the future.

## 7 CONFIDENTIALITY

- 7.1 All information related to this RFQ is to be treated with strict confidence. In this regard Respondents are required to certify that they have acquainted themselves with the Non-Disclosure Agreement. All information related to a subsequent contract, both during and after completion thereof, will 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 must be obtained from Transnet.

## 8 INSTRUCTIONS FOR COMPLETING THE RFQ

- 8.1 Quotations must be submitted in duplicate hard copies [1 original and 1 copy] and must be bound.
- 8.2 Sign one set of original documents [sign, stamp 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 must be a copy of the original signed Quotation.
- 8.3 Both sets of documents are to be submitted to the address specified in paragraph 4 above, and Bidders must ensure that the original and copies (where applicable) are identical in all respects as Transnet will not accept any liability for having disqualified a bidder for failing to provide a mandatory returnable document in either the original or the copy of the RFQ albeit that it was included in the other.
- 8.4 **All returnable documents tabled in the Quotation Form [Section 4] must be returned with your Quotation.**
- 8.5 Unless otherwise expressly stated, all Quotations furnished pursuant to this RFQ shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated.
- 8.6 Any additional conditions must be embodied in an accompanying letter. Subject only to clause 15 [Alterations made by the Respondent to Bid Prices] of the General Bid Conditions, alterations, additions or deletions must not be made by the Respondent to the actual RFQ documents.

## 9 COMPLIANCE

The successful Respondent [hereinafter referred to as the **Service Provider**] shall be in full and complete compliance with any and all applicable laws and regulations.

## 10 DISCLAIMERS

Respondents are hereby advised that Transnet is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of Quotations. In particular, please note that Transnet reserves the right to:

- 10.1 modify the RFQ's Services and request Respondents to re-bid on any such changes;
- 10.2 reject any Quotation which does not conform to instructions and specifications which are detailed herein;
- 10.3 disqualify Quotations submitted after the stated submission deadline [Closing Date];
- 10.4 not necessarily accept the lowest priced Quotation or an alternative bid;
- 10.5 reject all Quotations, if it so decides;
- 10.6 withdraw the RFQ on good cause shown;



- 10.7 award a contract in connection with this Quotation at any time after the RFQ's closing date;
- 10.8 award a contract for only a portion of the proposed Services which are reflected in the scope of this RFQ;
- 10.9 split the award of the contract between more than one Service Provider, should it at Transnet's discretion be more advantageous in terms of, amongst others, cost or developmental considerations;
- 10.10 make no award of a contract;
- 10.11 should a contract be awarded on the strength of information furnished by the Respondent, which after conclusion of the contract, is proved to have been incorrect, Transnet reserves the right to cancel the contract.

Transnet reserves the right to 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.

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

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 ranked bidder, provided that he/she is still prepared to provide the required goods at the quoted price.

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

**11 LEGAL REVIEW**

A Quotation 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.

**12 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE**

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

National Treasury	Unique Vendor Number	Yes / No
Central Supplier Database		

In the **Yes** column above, please confirm your registration by providing your National Treasury Unique Vendor Number.

In the **No** column above, please register your company on the National Treasury Central Supplier Database and confirm your registration by submitting National Treasury "MAAA" supplier reference number.

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

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

## **SECTION 2: BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS**

### **1 BACKGROUND**

The purpose of this document is to clarify the service required for the supply and delivery of cleaning and toiletry kit on an "as and when required basis" at Transnet Freight Rail, Rustenburg depot for a period of 36 months.

### **2. EXECUTIVE OVERVIEW**

Most Transnet Operating Divisions currently procure their product requirements through a number of Suppliers. Our objective is to source all activity through a Preferred Supplier(s) capable of servicing all the Transnet Freight Rail business units in locations as indicated above.

Specifically, Transnet seeks to benefit from this partnership in the following ways:

- 1.1 Transnet must receive reduced cost of acquisition and improved service benefits resulting from the Supplier's economies of scale and streamlined service processes.
- 1.2 Transnet must achieve appropriate availability that meets user needs while reducing costs for both Transnet and the chosen Supplier(s).
- 1.3 Transnet must receive proactive improvements from the Supplier with respect to supply of Goods and related processes.
- 1.4 Transnet's overall competitive advantage must be strengthened by the chosen Supplier's leading edge technology and service delivery systems.
- 1.5 Transnet end users must be able to rely on the chosen Supplier's personnel for service enquiries, recommendations and substitutions.
- 1.6 Transnet must reduce costs by streamlining its acquisition of Goods, including managed service processes on a Group basis.

### **3 SCOPE OF REQUIREMENTS**

- 3.1 Transnet Freight Rail requires the supply and delivery of Cleaning and Toiletry Kit on an "as and when required basis" at Transnet Freight Rail, Rustenburg depot for a period of 36 months.

#### **3.1.1 Section Managers Pack**

- Sunblock SPF36, 100ML
- Bath soap, lux 175g
- Laundry soap 125g
- Toilet Paper, 1-Ply, 500 sheets
- Sweat Cloth, 450 mm width x 550 mm length
- Hand cleaner, smooth, 500G
- Shoe polish, 80g/100ml, black
- Insect repellent stick, 34g
- Deo foot powder, 100g/120ml

### 3.1.2 **Shed/General workers Personnel Pack**

- Sunblock SPF36, 100ML
- Bath soap, 125g
- Laundry soap 125g
- Toilet Paper, 1-Ply, 500 sheets
- Sweat Cloth 450mm width x 550 mm length
- Hand cleaner, smooth, 500G
- Shoe polish, 80g/100ml, black
- Insect repellent stick, 34g
- Deo foot powder, 100g/120ml

### 3.1.3 **Service Drivers Pack**

- Sunblock SPF36, 100ml
- Bath soap,175g
- Laundry soap 125g
- Toilet Paper, 1-Ply, 500 sheets
- Sweat cloth, 450mm width x 550mm length
- Hand cleaner, smooth, 500G
- Shoe polish, 80g/100ml, black
- Insect repellent stick, 34g
- Deo foot powder, 100g/120ml

### 3.1.4 **Train Drivers Pack**

- Sunblock SPF36, 100ml
- Bath soap, 175g
- Laundry soap 125g
- Toilet Paper, 1-Ply, 500 sheets
- Sweat cloth, 450mm width x 550mm length
- Hand cleaner, smooth, 500g
- Shoe polish, 80G/100ml, black
- Insect repellent stick, 34g
- Deo foot powder, 100g/120ml

### 3.1.5 **Train Assistant Pack**

- Sunblock SPF36, 100ml
- Bath soap,175g
- Hand cleaner, smooth, 500g
- Laundry soap 125G
- Toilet Paper, 1-Ply, 500 sheets
- Hand cleaner, smooth, 500g

- Shoe polish, 80g/100ml, black
- Mutton cloth, 400g
- Insect repellent stick, 34g
- Deo foot powder, 100g/120ml
- Toilet Sanitizer, 750ml
- Window Glass Cleaner, 750ml
- Sweat cloth 450mm width x 550mm length

### 3.1.6 Yard Personnel pack

- Sunblock SPF36, 100ML
- Bath soap, 175g
- Laundry soap 125g
- Toilet Paper, 1-Ply, 500 sheets
- Sweat cloth, 450mm width x 550mm length
- Hand cleaner, smooth, 500G
- Shoe polish, 80g/100ml, black
- Insect repellent stick, 34g
- Deo foot powder, 100g/120ml

### 3.1.7 Packaging:

- Material pack to be in a sealed 30 micron plastic,
- Material pack labelled and packed 10 packs p/bag/box and delivered in good condition.

### 3.1.8 Package Label/Detail: Each pack must be labelled / detailed as follows:

- Contents,
- Date Packed and
- Name of Pack

### 3.1.9 Item Label/Detail: Each item to have the following safety labels:

- Direction for use
- Precautions/Safety Information
- Cautions
  - Warnings
  - First Aid
- Manufactory date
- Expiry date

### 3.1.10 Damage Goods: All the products delivered are to be undamaged.

- a) Any dented or damaged goods will be returned and expected to be replaced within 5 working days of notification of damages noted upon receipt of the packs.

- b) Respondents are to advise what means of credit will apply should there be any damaged goods received. Products will also be returned to the successful Respondent if "the use by date" has expired.

#### 3.1.11 **Delivery Period:**

The successful respondent must be able to supply the required items/goods on an as and when required basis.

- a) It is a requirement that the successful respondent be able to guarantee delivery in the area specified within 7 days from receipt of any subsequent order.

### 3.2 **FULL DESCRIPTION OF ITEMS REQUIRED**

When a patented article is used as a sample or when the name of the manufacturer or a certain trade mark or brand is quoted, it shall only be to indicate the type or quality of the article required and not to limit competition.

#### 3.2.1 **Sunblock SPF36, 100 -150ml**

- Protective Compound (to protect the skin against UV Light during exposure to e.g. welding processes and direct light);
- Factor: 36 minimum;
- Packed in 100- 150ml squeezable tubes;
- Brand: Proderm Pharmaceuticals or Similar

#### 3.2.2 **Bath Soap, 175g**

- Type: Bath
- Package unit weight: 175g
- Fragrance perfumed
- Colour: various
- Form: Bar
- Brand: Lux, Palmolive, Breeze or Similar

#### 3.2.3 **Laundry Soap, 125g**

- Maker part number: VIVA or Similar
- Colour: Blue
- Package type: 125g bar
- Form: Bar

#### 3.2.4 **Toilet Paper, 1PLY, 500 Sheets, Virgin Quality**

- Type: Soft;
- Ply: Single;
- Colour: White;
- Sheets: 500 sheets per roll; Perforated every 111mm, maximum outside diameter roll of 105mm, width of roll 101,5mm, max. 100mm min. a nominal core diameter of 38mm;
- Specification: SABS ISO 9001:2008

**3.2.5 Hand Cleaner, Smooth, 500g**

- Form: Gel
- Colour: various
- Container Type: Plastic
- Container Capacity: 500g
- Item used on the removal of oil bound soil, homogeneous
- Specification: CSS 285 / 50.10 / Latest

**3.2.6 Shoe Polish, 80G/100ml, Black**

- Type: Wax-based
- Colour: Black
- Container capacity: 80g / 100ml
- Container type: Can
- Brands: Nugget, Kiwi or Similar

**3.2.7 Insect Repellent Stick, 34g**

- Insect Repellent Stick, Personal application
- Brand: Peaceful sleep or Similar
- Form: Stick
- Package type: stiff 34g

**3.2.8 Foot Powder, 100G/ 120ml**

- Container type: can
- Container capacity: 100g/120ml
- Maker part number: Karoo or similar
- Product is used on feet containing anti-fungal that kill the fungi infection of the skin including Athletes foot; for external use only.

**3.2.9 Sweat Cloth, WD 450 X LG 550 MM**

- Rag Sweat Cloth (TOL  $\pm$ 1CM) with firm selvedge and over-locked (or hemmed) end
- Dimensions 450 mm width x 550 mm length
- Material: Cotton
- Colour: Bleached

**3.2.10 Mutton Cloth, 400g**

- Cloth: Knitted
- Type: Mutton
- Dimensions: 400 – 500g
- Specification: SABS 179/1973 (1995)
- Description of cloth: blend of cotton and rayon with minimum content of 15%

**3.2.11 Window Glass cleaner, 750ml**

- Form: Liquid
- Type: non detergent
- Product to be used on Luxury busses and trains

- Brand: Windolene or Similar
- Colour: Blue

**3.2.12 Toilet Sanitizer Liquid, 750ml**

- Product used on Bathrooms (toilets)
- Brand: Jeyes Home Guard or Domestos or Similar
- Packaging: 750ml
- Container type: Plastic

**3.3 SCHEDULE OF REQUIREMENTS**

Description	Respondents are to specify the brand name of product they are offering
<b><u>Items required:</u></b>	
1. Sunblock SPF30, 100 -150ml	.....
2. Bath Soap, 175g	.....
3. Laundry soap 125g	.....
4. Toilet paper, 1 ply, 500 sheets, Virgin Quality	.....
5. Hand Cleaner smooth 500g	.....
6. Shoe polish, Black 80g/100ml	.....
7. Insect repellent stick 34g	.....
8. Foot powder, 100g/120ml	.....
9. Sweat cloth, 450 mm width x 550 mm length	.....
10. Mutton cloth 400g	.....
11. Window Glass cleaner, 750ml	.....
12. Toilet sanitizer liquid, 750ml	.....

**4 GREEN ECONOMY / CARBON FOOTPRINT**

4.1 Transnet wishes to have an understanding of your company's position with regard to environmental commitments, including key environmental characteristics such as waste disposal, recycling and energy conservation. *Please submit details of your entity's policies in this regard.*

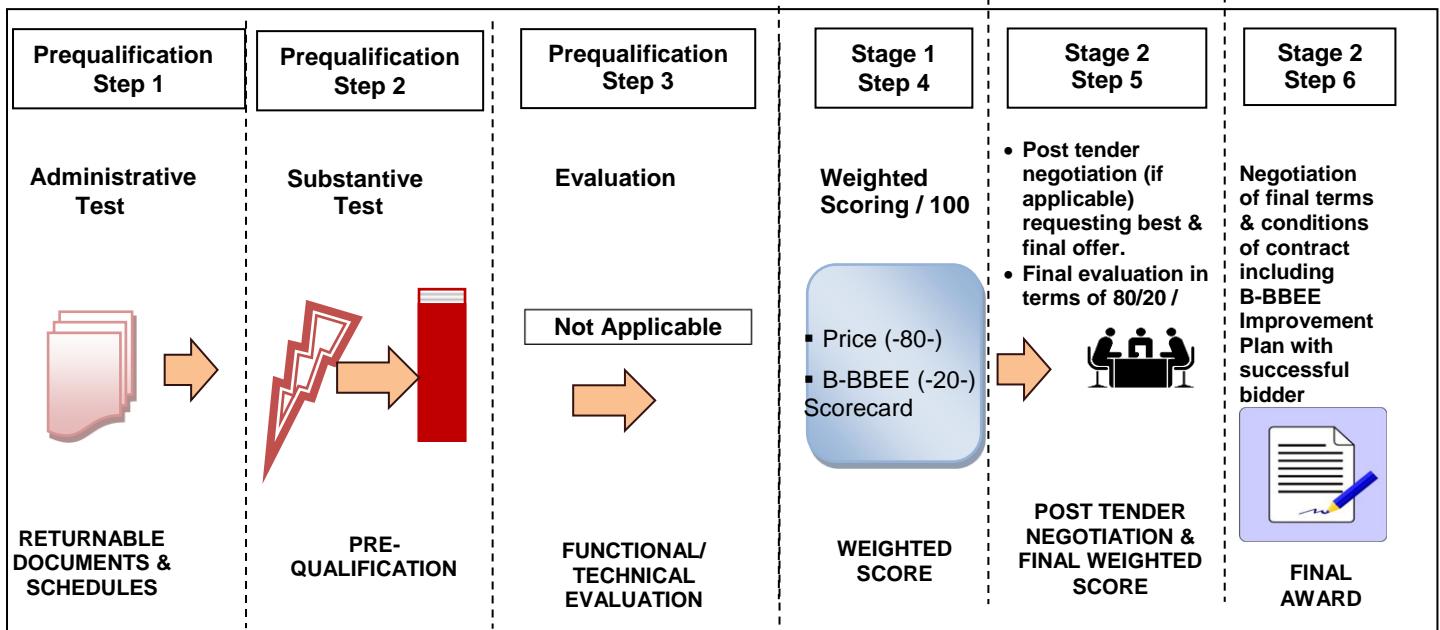
**5 GENERAL SERVICE PROVIDER OBLIGATIONS**

5.1 The Service Provider(s) shall be fully responsible to Transnet for the acts and omissions of persons directly or indirectly employed by them.

5.2 The Service Provider(s) must comply with the requirements stated in this RFQ.

## 6 EVALUATION METHODOLOGY

Transnet will utilise the following methodology and criteria in selecting a preferred Supplier, if so required:



**NB:** Evaluation of the various stages will normally take place in a sequential manner. However, in order to expedite the process, Transnet reserves the right to conduct the different stages of the evaluation process in parallel. In such instances the evaluation of bidders at any given stage must therefore not be interpreted to mean that bidders have necessarily passed any previous stage(s).

### 6.1 PREQUALIFICATION STAGE ~ STEP ONE: Test for Administrative Responsiveness (Returnable Documents)

The test for administrative responsiveness will include the following:

Administrative responsiveness check	RFQ Reference
<ul style="list-style-type: none"> <li>Whether the Bid has been lodged on time</li> </ul>	<i>Section 1 paragraph 3</i>
<ul style="list-style-type: none"> <li>Whether all Essential Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time                             <ul style="list-style-type: none"> <li>~ A valid letter of good standing with the Compensation Commissioner issued by Department of Labour</li> <li>~ Original and valid Tax clearance certificate</li> <li>~ Valid certified B-BBEE accreditation certification</li> <li>~ B-BBEE Preference claim form</li> </ul> </li> </ul>	<i>Section 4</i>
<ul style="list-style-type: none"> <li>Verify the validity of all returnable documents</li> </ul>	<i>Section 4, page 27 to 31</i>

***The test for administrative responsiveness must be passed for a Respondent's Quotation to progress to the next stage for further pre-qualification***



**6.2 PREQUALIFICATION STAGE ~ STEP TWO: Test for Substantive Responsiveness to RFQ (Mandatory)**

The test for substantive responsiveness to this RFQ will include the following:

Check for substantive responsiveness	RFQ Reference
<ul style="list-style-type: none"> <li>Whether any general pre-qualification criteria set by Transnet, have been met</li> </ul>	<i>Section 4, Page 27 to 31</i>
<ul style="list-style-type: none"> <li>Whether the Bid contains a priced offer</li> </ul>	<i>Section 3, Page 19</i>
<ul style="list-style-type: none"> <li>Whether the Bid materially complies with the scope and/or specification given (A fully completed clause by clause statement of compliance to project specification (Section 9)</li> </ul>	<i>All Sections</i>

***The test for substantive responsiveness must be passed for a Respondent's Quotation to progress to the next stage for further evaluation***

**6.3 STAGE ONE ~ STEP 3: Minimum Threshold 0% for Technical Criteria**

There is no test for Technical and Functional threshold.

**6.4 STAGE TWO ~ STEP 4: Evaluation and Final Weighted Scoring (Price and B-BBEE)**

a) **Price Criteria** [Weighted score 80 points]:

Evaluation Criteria	RFQ Reference
<ul style="list-style-type: none"> <li>Commercial offer</li> </ul>	<i>Section 3 Page 19</i>

Transnet will utilise the following formula in its evaluation of Price:

$$PS = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

- Ps* = Score for the Bid under consideration
- Pt* = Price of Bid under consideration
- Pmin* = Price of lowest acceptable Bid

b) **Broad-Based Black Economic Empowerment criteria** [Weighted score 20 points]

- B-BBEE - current scorecard / B-BBEE Preference Points Claims Form
- Preference points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table indicated in Section 4.1 of the B-BBEE Preference Points Claim Form.

**SUMMARY: Final Evaluated Weightings**

Evaluation Criteria	Final Weighted Scores
Price	80%
B-BBEE - Scorecard	20%
<b>TOTAL SCORE:</b>	<b>100%</b>

**6.5 STAGE TWO ~ STEP 5: Post Tender Negotiations (if applicable)**

Transnet reserves the right to conduct post tender negotiations with a shortlist of Respondent(s). The shortlist could comprise of one or more Respondents. Should Transnet conduct post tender negotiations, Respondents will be requested to provide their best and final offers to Transnet based on such negotiations. A final evaluation will be conducted in terms of 80/20.

**6.6 STAGE TWO ~ STEP 6: Final Contract Award**

Transnet will negotiate the final terms and condition the contract with the successful Respondent(s). This may include aspects such as the B-BBEE Improvement Plan, price and delivery. Thereafter the final contract will be awarded to the successful Respondent(s).

**IMPORTANT NOTICE TO RESPONDENTS**

Transnet has appointed a Procurement Ombudsman to investigate any material complaint in respect of RFQs exceeding R5million [five million S.A. Rand] in value. Should a Respondent have any material concern regarding an RFQ process which meets this threshold, a complaint may be lodged with the Ombudsman for further investigation. The Ombudsman reserves the right to refer the complaint to an external service provider for investigation.

It is incumbent on the Respondent to familiarise himself/herself with the Terms of Reference OF the Ombudsman which are available for review at Transnet's website [www.transnet.net](http://www.transnet.net).

An official complaint form may be downloaded from this website and submitted, together with any supporting documentation, within the prescribed period, to [procurement.ombud@transnet.net](mailto:procurement.ombud@transnet.net).

For transactions below the abovementioned threshold, a complaint may be lodged with the Chief Procurement Officer of the relevant Transnet Operating Division/Specialist Unit.

Respondents are to note that a complaint must be made in good faith. If a complaint is made in bad faith, Transnet reserves the right to place such a Bidder on its List of Excluded Bidders.

RFQ No: ERACES3928-22186

Description: Supply and delivery of cleaning and toiletry kit on an "as and when required basis" at, Rustenburg depot for a period of 36 months.

**SECTION 3: PRICING AND DELIVERY SCHEDULE**

*Respondents are required to complete the table below:*

ITEM	DESCRIPTION OF GOODS	UNIT OF MEASURE	ESTIMATED QUANTITY FOR 3 YEARS	UNIT PRICE	TOTAL PRICE AMOUNT
<b>1</b>	<b>Section Managers Pack</b>				
1.1	Sunblock SPF36, 100ml	PACK	180		
1.2	Bath soap, lux 175g				
1.3	Laundry soap 125g				
1.4	Toilet Paper, 1-Ply, 500 sheets				
1.5	Sweat Cloth, 450 mm width x 550 mm length				
1.6	Hand cleaner, smooth, 500G				
1.7	Shoe polish, 80g/100ml, black				
1.8	Insect repellent stick, 34g				
1.9	Deo foot powder, 100g/120ml				
	<b>Must be sealed in a 30 micron plastic, labelled &amp; packed 10 packs p/box</b>				
<b>2</b>	<b>Shed/General workers Personnel Pack</b>				
2.1	Sunblock SPF36, 100ml	PACK	108		
2.2	Bath soap, 175g				
2.3	Laundry soap 125g				
2.4	Toilet Paper, 1-Ply, 500 sheets				
2.5	Sweat Cloth 450mm width x 550 mm length				
2.6	Hand cleaner, smooth, 500G				
2.7	Shoe polish, 80g/100ml, black				
2.8	Insect repellent stick, 34g				
2.9	Deo foot powder, 100g/120ml				
	<b>Must be sealed in a 30 micron plastic, labelled &amp; packed 10 packs p/box</b>				
<b>3</b>	<b>Service Drivers Pack</b>				
3.1	Sunblock SPF36, 100ml	PACK	144		
3.2	Bath soap,175g				
3.3	Laundry soap 125g				
3.4	Toilet Paper, 1-Ply, 500 sheets				
3.5	Sweat cloth, 450mm width x 550mm length				
3.6	Hand cleaner, smooth, 500G				
3.7	Shoe polish, 80g/100ml, black				
3.8	Insect repellent stick, 34g				

Respondent's Signature

Date & Company Stamp

RFQ No: ERACES3928-22186

Description: Supply and delivery of cleaning and toiletry kit on an "as and when required basis' at, Rustenburg depot for a period of 36 months.

3.9	Deo foot powder, 100g/120ml				
<b>Must be sealed in a 30 micron plastic, labelled &amp; packed 10 packs p/box</b>					
<b>4</b>	<b>Train Drivers Pack</b>				
4.1	Sunblock SPF36, 100ml	PACK	432		
4.2	Bath soap, 175g				
4.3	Laundry soap 125g				
4.4	Toilet Paper, 1-Ply, 500 sheets				
4.5	Sweat cloth, 450mm width x 550mm length				
4.6	Hand cleaner, smooth, 500g				
4.7	Shoe polish, 80G/100ml, black				
4.8	Insect repellent stick, 34g				
4.9	Deo foot powder, 100g/120ml				
<b>Must be sealed in a 30 micron plastic, labelled &amp; packed 10 packs p/box</b>					
<b>5</b>	<b>Train Assistant Pack</b>				
5.1	Sunblock SPF36, 100ml	PACK	432		
5.2	Bath soap,175g				
5.3	Hand cleaner, smooth, 500g				
5.4	Laundry soap 125G				
5.5	Toilet Paper, 1-Ply, 500 sheets				
5.6	Hand cleaner, smooth, 500g				
5.7	Shoe polish, 80g/100ml, black				
5.8	Mutton cloth, 400g				
5.9	Insect repellent stick, 34g				
5.10	Deo foot powder, 100g/120ml				
5.11	Toilet Sanitizer, 750ml				
5.12	Window Glass Cleaner, 750ml				
5.13	Sweat cloth 450mm width x 550mm length				
<b>Must be sealed in a 30 micron plastic, labelled &amp; packed 10 packs p/box</b>					
<b>6</b>	<b>Yard Personnel pack</b>				
	Sunblock SPF36, 100ML	PACK	1332		
	Bath soap, 175g				
	Laundry soap 125g				
	Toilet Paper, 1-Ply, 500 sheets				
	Sweat cloth, 450mm width x 550mm length				

Respondent's Signature

Date & Company Stamp

RFQ No: ERACES3928-22186

Description: Supply and delivery of cleaning and toiletry kit on an "as and when required basis" at, Rustenburg depot for a period of 36 months.

	Hand cleaner, smooth, 500G				
	Shoe polish, 80g/100ml, black				
	Insect repellent stick, 34g				
	Deo foot powder, 100g/120ml				
	<b>Must be sealed in a 30 micron plastic, labelled &amp; packed 10 packs p/box</b>				
			<b>TOTAL</b>	<b>R</b>	
			<b>VAT 14%</b>	<b>R</b>	
			<b>GRAND TOTAL</b>	<b>R</b>	

**Notes to Pricing:**

- a) All Prices must be quoted in South African Rand, exclusive of VAT
- b) The prices quoted are to be inclusive of packaging and delivery charges direct to Transnet Freight Rail, Rustenburg Depot, Operations Station Building, Beyers Naude Drive
- c) To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this pricing schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non responsive.
- d) Quantities given are estimates only. Any orders resulting from this RFQ will be on an "as and when required" basis.
- e) Prices are to be quoted on a delivered basis to Rustenburg Depot
- f) 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.
- g) Respondents are to indicate whether prices quoted would be subject to adjustment after a period of 12 months, and if so which proposed adjustment formula would be utilised Subject to adjustment after 12 months. [Not to be confused with bid validity period Section 1, clause 1]  
 YES/NO \_\_\_\_\_  
 PROPOSED ADJUSTMENT FORMULA TO BE USED \_\_\_\_\_
- h) Delivery lead time calculated from date of receipt of purchase order: \_\_\_\_\_ weeks

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

\_\_\_\_\_  
Date & Company Stamp

RFQ No: ERACES3928-22186

Description: Supply and delivery of cleaning and toiletry kit on an "as and when required basis' at, Rustenburg depot for a period of 36 months.

**1 DISCLOSURE OF PRICES TENDERED**

1.1 Respondents must indicate below whether Transnet may disclose their tendered prices and conditions to other Respondents:

YES		NO	
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**2 PRICE REVIEW**

2.1 The successful Respondent(s) [the Service provider will be obliged to submit to an annual price review. Transnet will be benchmarking this price offering(s) against the lowest price received as per a benchmarking exercise. If the Service provider's price(s) is/are found to be higher than the benchmarked price(s), then the Service provider shall match or better such price(s) within 30 [thirty] calendar days, failing which the contract may be terminated at Transnet's discretion or the particular item(s) or service(s) purchased outside the contract.

**3 "AS AND WHEN REQUIRED" CONTRACTS**

3.1 Purchase orders will be placed on the Supplier(s) from time to time as and when Goods are required.

3.2 Transnet reserves the right to place purchase orders until the last day of the contract for deliveries to be effected, within the delivery period / lead time specified, beyond the expiry date of the contract under the same terms and conditions as agreed upon.

3.3 Delivery requirements may be stipulated in purchase orders and scheduled deliveries may be called for. However, delivery periods and maximum monthly rates of delivery offered by the Respondents will be used as guidelines in establishing lead times and monthly delivery requirements with the Supplier.

3.4 Where scheduled deliveries are required, the delivery period(s) specified must be strictly complied with, unless otherwise requested by Transnet. Material supplied earlier than specified may not be paid for or may be returned by Transnet, with the Supplier being held liable for all expenses so incurred, e.g. handling and transport charges.

3.5 If the delivery period offered by the Respondents is subject to a maximum monthly production capacity, full particulars must be indicated in Section 3 [*Pricing and Delivery Schedule*]

3.6 The Respondent must state hereunder its annual holiday closedown period [if applicable] and whether this period has been included in the delivery lead time offered:

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3.7 Respondents are required to indicate below the action that the Respondent proposes to take to ensure continuity of supply during non-working days or holidays and periods occupied in stocktaking or in effecting repairs to plant or in overhaul of plant which would ordinarily occur within the stated delivery lead time/s:

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RFQ No: ERACES3928-22186

Description: Supply and delivery of cleaning and toiletry kit on an "as and when required basis" at, Rustenburg depot for a period of 36 months.

**4 RETURN OF SURPLUS GOODS**

Respondents are required to indicate whether they have a return policy in place (if so attach a copy):

<b>YES</b>		<b>NO</b>	
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Respondents are required to indicate a reasonable timeframe during which Transnet may return any surplus goods:

**5 SERVICE LEVELS**

5.1 An experienced national account representative(s) is required to work with Transnet's procurement department. [No sales representatives are needed for individual department or locations]. Additionally, there shall be a minimal number of people, fully informed and accountable for this agreement.

5.2 Transnet will have quarterly reviews with the Service provider's account representative on an on-going basis.

5.3 Transnet reserves the right to request that any member of the Service provider's team involved on the Transnet account be replaced if deemed not to be adding value for Transnet.

5.4 The Service provider guarantees that it will achieve a 95% [ninety-five per cent] service level on the following measures:

- a) Random checks on compliance with quality/quantity/specifications
- b) On-time delivery

If the Service provider does not achieve this level as an average over each quarter, Transnet will receive a 1.5% [one and a half per cent] rebate on quarterly sales payable in the next quarter

5.5 The Service provider must provide a telephone number for customer service calls.

5.6 Failure of the Service provider to comply with stated service level requirements will give Transnet the right to cancel the contract in whole, without penalty to Transnet; giving 30 [thirty] calendar days' notice to the Service provider of its intention to do so.

**Acceptance of Service Levels:**

<b>YES</b>		<b>NO</b>	
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RFQ No: ERACES3928-22186

Description: Supply and delivery of cleaning and toiletry kit on an "as and when required basis' at, Rustenburg depot for a period of 36 months.

**6 RESPONDENT'S SAMPLES**

- 6.1 In this RFQ Respondents are required to submit samples of the goods tendered for by it (The sample must be provided on request only).
- 6.2 Failure to submit the samples in due time may result in a quotation being rejected. Quotations must under no circumstances be included in the package containing a sample(s).
- 6.3 The sample(s) must be clearly marked with the reference number of this RFQ and the names and addresses of both the Respondent.

**7 FINANCIAL STABILITY**

- 7.1 Respondents are required to submit their latest audited financial statements for the past 3 years with their Quotation in order to enable Transnet to establish financial stability.

SIGNED at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 \_\_\_\_\_  
Name \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2 \_\_\_\_\_  
Name \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE:

\_\_\_\_\_

NAME: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_



RFQ No: ERACES3928-22186

Description: Supply and delivery of cleaning and toiletry kit on an "as and when required basis" at, Rustenburg depot for a period of 36 months.

**8 RISK**

Respondents must elaborate on the control measures put in place by their entity, which would mitigate the risk to Transnet pertaining to potential non-performance by a Service provider, in relation to:

**8.1 Quality and specification of Services delivered:**

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**8.2 Continuity of supply:**

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**8.3 Compliance with the Occupational Health and Safety Act, 85 of 1993:**

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**8.4 Compliance with the National Railway Safety Regulator Act, 16 of 2002:**

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RFQ No: ERACES3928-22186

Description: Supply and delivery of cleaning and toiletry kit on an "as and when required basis" at, Rustenburg depot for a period of 36 months.

**9 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 bulk buying and delivery of groceries.

Company Name	Nature of work	Value of work	Contact person	Contact details	Year completed

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

\_\_\_\_\_  
 Date & Company Stamp

RFQ No: ERACES3928-22186

Description: Supply and delivery of cleaning and toiletry kit on an "as and when required basis" at, Rustenburg depot for a period of 36 months.

**SECTION 4: QUOTATION FORM AND LIST OF RETURNABLE DOCUMENTS**

I/We \_\_\_\_\_  
*[name of entity, company, close corporation or partnership] of [full address]*

\_\_\_\_\_ carrying on business trading/operating 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, dated \_\_\_\_\_ to enter into, sign execute and complete any documents relating to this quotation and any subsequent Agreement. The following list of persons are hereby authorised to negotiate on behalf of the abovementioned entity, should Transnet decide to enter into Post Tender Negotiations with shortlisted bidder(s).

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

I/We hereby offer to supply the abovementioned Services at the prices quoted in the schedule of prices in accordance with the terms set forth in the documents listed in the accompanying schedule of RFQ documents.

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

- (i) Terms and Conditions of Contract - Services **OR** Master Agreement;
- (ii) General Bid Conditions – Services; and
- (iii) 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 in the letter of award/intent, 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 a letter of intent [the **Letter of Intent**], this Quotation [and, if any, its covering letter and any subsequent exchange of correspondence] together with Transnet's Letter of Intent, shall constitute a binding contract between Transnet and me/us until the formal contract is signed.

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

\_\_\_\_\_  
Date & Company Stamp

RFQ No: ERACES3928-22186

Description: Supply and delivery of cleaning and toiletry kit on an "as and when required basis" at, Rustenburg depot for a period of 36 months.

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 thereafter, 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 ..... only.

Furthermore, I/we agree to a penalty clause/s to be negotiated with Transnet, which will allow Transnet to invoke a penalty against us for non-compliance with material terms of this RFQ including the delayed delivery of the Services due to non-performance by ourselves, failure to meet B-BBEE Improvement Plan commitments. A penalty of up to 100% of the outstanding portion of the Supplier Development commitment will be applied and Transnet reserves the right to set this off against any payment due to the Respondent. In addition, I/we agree that non-compliance with any of the material terms of this RFQ, including those mentioned above, will constitute a material breach of contract and provide Transnet with cause for cancellation.

**ADDRESS FOR NOTICES**

The law of the Republic of South Africa shall govern any contract created by the acceptance of this RFQ. The *domicilium 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 authorised representative in the Republic of South Africa who has the power of attorney 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 such contract.

Respondent to indicate the details of its *domicilium citandi et executandi* hereunder:

Name of Entity:

\_\_\_\_\_

Facsimile:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTIFICATION OF AWARD OF RFQ**

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

**VALIDITY PERIOD**

Transnet requires a validity period up to 28 February 2017 against this RFQ.

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

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

\_\_\_\_\_  
Date & Company Stamp

RFQ No: ERACES3928-22186

Description: Supply and delivery of cleaning and toiletry kit on an "as and when required basis" at, Rustenburg depot for a period of 36 months.

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)

**RETURNABLE DOCUMENTS**

All Sections, as indicated in the footer of each page, must be signed, stamped and dated by the Respondent.

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

a) **Mandatory Returnable Documents**

***Failure to provide all Mandatory Returnable Documents at the closing date and time of this tender will result in a Respondent's disqualification. Bidders are therefore urged to ensure that all these documents are returned with their Quotations.***

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

<b>MANDATORY RETURNABLE DOCUMENTS</b>	<b>SUBMITTED [Yes/No]</b>
SECTION 3: Pricing and Delivery Schedule	
SECTION 9: Clause By Clause Compliance to Scope of Requirements	

b) **Essential Returnable Documents**

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

***Failure to provide all essential Returnable Documents may result in a Respondent's disqualification at Transnet's sole discretion. Bidders are therefore urged to ensure that all 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:

<b>ESSENTIAL RETURNABLE DOCUMENTS &amp; SCHEDULES</b>	<b>SUBMITTED [Yes or No]</b>
SECTION 4 : Quotation Form and List of Returnable documents	
<ul style="list-style-type: none"> <li>➤ Valid and original, or a certified copy, of your entity's B-BBEE Accreditation Certification as per the requirements stipulated in the B-BBEE Claims Form Section 7. Note: failure to provide these required documents at the closing date and time of the RFQ will result in an automatic score of zero being allocated for preference</li> </ul>	
<ul style="list-style-type: none"> <li>➤ 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</li> </ul>	

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

\_\_\_\_\_  
Date & Company Stamp

RFQ No: ERACES3928-22186

Description: Supply and delivery of cleaning and toiletry kit on an "as and when required basis" at, Rustenburg depot for a period of 36 months.

➤ Latest Financial Statements signed by your Accounting Officer or latest Audited Financial Statements plus 2 previous years	
➤ Original and valid Tax Clearance Certificate [Consortia / Joint Ventures must submit a separate Tax Clearance Certificate for each party]	
➤ A Valid letter of Good Standing issued by the Department of Labour	
SECTION 5: RFQ Declaration and Breach of Law Form	
SECTION 7: B-BBEE Preference Claim Form	

c) **Additional Documents**

In addition to the requirements of paragraphs (a) and b) above, Respondents are further requested to submit with their Quotations the following **additional documents** as detailed below. Please confirm submission of these additional documents by so indicating [Yes or No] in the table below:

ADDITIONAL DOCUMENTS	SUBMITTED [Yes or No]
ANNEXURE A: B-BBEE Improvement Plan	
Technical Data Sheets (where applicable) for all products offered	

**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.

**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, including those contained in any printed form stated to form part hereof, including but not limited to the documents stated below and Transnet SOC Ltd will recognise no claim for relief based on an allegation that the Respondent overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or otherwise.**

Bidders furthermore agree that Transnet SOC Ltd shall recognise no claim from them for relief based on an allegation that they have overlooked any RFQ/contract condition or failed to take it into account for the purpose of calculating their offered prices or otherwise.

Bidders accept that an obligation rests on them to clarify any uncertainties regarding any bid which they intend to respond on, 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 the 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.

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

\_\_\_\_\_  
Date & Company Stamp

RFQ No: ERACES3928-22186

Description: Supply and delivery of cleaning and toiletry kit on an "as and when required basis" at, Rustenburg depot for a period of 36 months.

- 1 Specifications and pictures included in this RFQ - if applicable; and
- 2 The following documents all of which are available on Transnet's website or upon request:
  - 2.1 General Bid Conditions;
  - 2.2 Standard RFQ Terms and Conditions for the Supply of Goods or Services to Transnet;
  - 2.3 Supplier Integrity Pact;
  - 2.4 E4B – minimum communal health requirements
  - 2.5 E4E – Safety Arrangements and Procedural Compliance (Act 85 Of 1993) and applicable Regulations
  - 2.6 Non-disclosure Agreement; and
  - 2.7 Vendor Application Form and all supporting documents (first time vendors only)

Alternatively, for all existing vendors, please provide vendor number(s) here:

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

In the Yes/No column above, please confirm that all the information e.g. company address and contact details, banking details etc. are still correct as at the time of allocation of the vendor number(s).

SIGNED at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 \_\_\_\_\_  
Name \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2 \_\_\_\_\_  
Name \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: \_\_\_\_\_

NAME: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

RFQ No: ERACES3928-22186

Description: Supply and delivery of cleaning and toiletry kit on an "as and when required basis" at, Rustenburg depot for a period of 36 months.

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

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

ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Indicate nature of relationship with Transnet:

\_\_\_\_\_

\_\_\_\_\_



RFQ No: ERACES3928-22186

Description: Supply and delivery of cleaning and toiletry kit on an "as and when required basis" at, Rustenburg depot for a period of 36 months.

*[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.
10. We accept that any dispute pertaining to this Bid will be resolved through the Ombudsman process and will be subject to the Terms of Reference of the Ombudsman. The Ombudsman process must first be exhausted before judicial review of a decision is sought.
11. We further accept that Transnet reserves the right to reverse an award of business or decision based on the recommendations of the Ombudsman without having to follow a formal court process to have such award or decision set aside.

**BREACH OF LAW**

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

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

NATURE OF BREACH:

DATE OF BREACH: \_\_\_\_\_

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

SIGNED at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

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

RFQ No: ERACES3928-22186  
Description: Supply and delivery of cleaning and toiletry kit on an "as and when required basis" at, Rustenburg depot for a period of 36 months.

**SECTION 6: RFQ CLARIFICATION REQUEST FORM**

RFQ No: ERACES3928-22186  
RFQ deadline for questions / RFQ Clarifications: **Before 12:00 3 days prior to closing date**

TO: Transnet SOC Ltd  
ATTENTION: Edwin Senne  
EMAIL: [Edwin.Senne@transnet.net](mailto:Edwin.Senne@transnet.net)  
DATE: \_\_\_\_\_  
FROM: \_\_\_\_\_  
\_\_\_\_\_

RFQ Clarification No [to be inserted by Transnet]

**REQUEST FOR RFQ CLARIFICATION**

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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

\_\_\_\_\_  
Date & Company Stamp

RFQ No: ERACES3928-22186

Description: Supply and delivery of cleaning and toiletry kit on an "as and when required basis" at, Rustenburg depot for a period of 36 months.

## SECTION 7: B-BBEE PREFERENCE POINTS CLAIM FORM

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

### 1. INTRODUCTION

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

### 2. GENERAL DEFINITIONS

- 2.1 "**all applicable taxes**" include value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 "**B-BBEE**" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 "**B-BBEE status of contributor**" means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 "**Bid**" means a written offer in a prescribed or stipulated form in response to an invitation by Transnet for the provision of goods, works or services;
- 2.5 "**Broad-Based Black Economic Empowerment Act**" means the Broad-Based Black Economic Empowerment Act, 2003 [Act No. 53 of 2003];
- 2.6 "**comparative price**" means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration;
- 2.7 "**consortium or joint venture**" means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract;
- 2.8 "**contract**" means the agreement that results from the acceptance of a bid by Transnet;
- 2.9 "**EME**" means any enterprise with an annual total revenue of R5 [five] million or less as per the 2007 version of the B-BBEE Codes of Good Practice and means any enterprise with an annual total revenue of R10 [ten] million or less as per the Revised Codes of Good Practice issued on 11

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Respondent's Signature

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Date & Company Stamp

RFQ No: ERACES3928-22186

Description: Supply and delivery of cleaning and toiletry kit on an "as and when required basis" at, Rustenburg depot for a period of 36 months.

October 2013 in terms of Government Gazette No. 36928;

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

RFQ No: ERACES3928-22186

Description: Supply and delivery of cleaning and toiletry kit on an "as and when required basis" at, Rustenburg depot for a period of 36 months.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The Bidder obtaining the highest number of total points for the evaluation criteria as enumerated in Section 2 of the RFQ will be awarded the contract, unless objective criteria justifies the award to another bidder.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 3.3 Points scored will be rounded off to 2 [two] decimal places.
- 3.4 In the event of equal points scored, the Bid will be awarded to the Bidder scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more Bids have scored equal points including equal preference points for B-BBEE, the successful Bid will be the one scoring the highest score for functionality.
- 3.6 Should two or more Bids be equal in all respect, the award shall be decided by the drawing of lots.

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

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

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

- 4.2 Bidders who qualify as EMEs in terms of the 2007 version of the Codes of Good Practice must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EME's with B-BBEE Status Level Certificates.
- 4.3 Bidders who qualify as EMEs in terms of the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928 are only required to obtain a sworn affidavit on an annual basis confirming that the entity has an Annual Total Revenue of R10

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Description: Supply and delivery of cleaning and toiletry kit on an "as and when required basis" at, Rustenburg depot for a period of 36 months.

million or less and the entity's Level of Black ownership.

- 4.4 In terms of the 2007 version of the Codes of Good Practice, Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 4.5 The Department of Trade and Industry recently revised the Codes of Good Practice on 11 October 2013 [Government Gazette No. 36928]. The Revised Codes will replace the Black Economic Empowerment Codes of Good Practice issued on 9 February 2007. The Revised Codes provide for a transitional period ending 30 April 2015. During the transitional period, companies may elect to be measured in terms of the Revised Codes or the 2007 version of the Codes. Companies which are governed by Sector-specific Codes will be measured in terms of those Sector Codes.
- 4.6 As such, Transnet will accept B-BBEE certificates issued based on the Revised Codes. Transnet will also continue to accept B-BBEE certificates issued in terms of the 2007 version of the Codes provided it was issued before 1 May 2015. Thereafter, Transnet will only accept B-BBEE certificates issued based on the Revised Codes.
- 4.7 In terms of the Revised Codes of Good Practice, Bidders who qualify as QSEs must comply with all the elements of B-BBEE for the purposes of measurement. QSEs that are at least 51% or 100% Black owned are only required to obtain a sworn affidavit on an annual basis confirming that the entity has an Annual Total Revenue of R50 million or less and the entity's Level of Black ownership. Large enterprises must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 4.8 A trust, consortium or joint venture will qualify for points for its B-BBEE status level as a legal entity, provided that the entity submits its B-BBEE status level certificate.
- 4.9 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 4.10 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialised scorecard contained in the B-BBEE Codes of Good Practice.
- 4.11 A person will not be awarded points for B-BBEE status level if it is indicated in the Bid documents that such a Bidder intends subcontracting more than 25% [twenty-five per cent] of the value of the contract to any other enterprise that does not qualify for at least the same number of points that such a Bidder qualifies for, unless the intended subcontractor is an EME that has the capability and ability to execute the subcontract.
- 4.12 A person awarded a contract may not subcontract more than 25% [twenty-five per cent] of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

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Respondent's Signature

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Date & Company Stamp

RFQ No: ERACES3928-22186

Description: Supply and delivery of cleaning and toiletry kit on an "as and when required basis" at, Rustenburg depot for a period of 36 months.

4.13 Bidders are to note that in terms of paragraph 2.6 of Statement 000 of the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928, any representation made by an entity about its B-BBEE compliance must be supported by suitable evidence or documentation. As such, Transnet reserves the right to request such evidence or documentation from Bidders in order to verify any B-BBEE recognition claimed.

**5. B-BBEE STATUS AND SUBCONTRACTING**

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

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

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

**5.2 Subcontracting:**

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

If YES, indicate:

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

**5.3 Declaration with regard to Company/Firm**

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

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

- (v) Describe Principal Business Activities  
.....  
.....

RFQ No: ERACES3928-22186

Description: Supply and delivery of cleaning and toiletry kit on an "as and when required basis' at, Rustenburg depot for a period of 36 months.

(vi) Company Classification [TICK APPLICABLE BOX]

- Manufacturer
- Supplier
- Professional Service Provider
- Other Service Providers, e.g. Transporter, etc.

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

**BID DECLARATION**

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

- (i) The information furnished is true and correct.
- (ii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 6 above, the Respondent may be required to furnish documentary proof to the satisfaction of Transnet that the claims are correct.
- (iii) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, Transnet may, in addition to any other remedy it may have:
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) restrict the Bidder or Respondent, its shareholders and directors, and/or associated entities, or only the shareholders and directors who acted in a fraudulent manner, from obtaining business from Transnet for a period not exceeding 10 years, after the *audi alteram partem* [hear the other side] rule has been applied; and/or
  - (e) forward the matter for criminal prosecution.

**WITNESSES:**

- 1. ....
- 2. ....

SIGNATURE OF BIDDER
---------------------

DATE:.....

COMPANY NAME: .....

ADDRESS:.....



RFQ No: ERACES3928-22186

Description: Supply and delivery of cleaning and toiletry kit on an "as and when required basis" at, Rustenburg depot for a period of 36 months.

## **SECTION 8: B-BBEE IMPROVEMENT PLAN**

Transnet encourages its Suppliers to constantly strive to improve their B-BBEE rating and requests that Respondents submit a B-BBEE improvement plan. Respondents are therefore requested to indicate whether they will maintain or improve their BBEE status over the contract period.

### **Additional contractual requirements**

Should a contract be awarded through this RFQ process, the successful Respondent(s) may be contractually committed, *inter alia*, to the following conditions:

- a) The original B-BBEE Improvement Plan may require certain additions or updates in order to ensure that Transnet is satisfied that developmental objectives will be met.
- b) The Supplier will need to ensure that the relevant mechanisms and procedures are in place to allow Transnet access to information to measure and verify the Supplier's compliance with its stated B-BBEE Improvement commitments.
- c) The Supplier will be required to provide:
  - (i) quarterly status reports for Transnet; and
  - (ii) a final B-BBEE Improvement Plan report, to be submitted to Transnet prior to the expiry date of the contract, detailing delivery, implementation and completion of all B-BBEE Improvement components.
- d) All information provided by the Supplier in order to measure its progress against its stated targets will be auditable.

Respondents are requested to submit their B-BBEE Improvement Plan as an **additional document** with their Quotations by completion of **Annexure A** appended hereto. [*Refer Annexure A for further instructions*]

RFQ No: ERACES3928-22186

Description: Supply and delivery of cleaning and toiletry kit on an "as and when required basis" at, Rustenburg depot for a period of 36 months.

**SECTION 9: CLAUSE BY CLAUSE COMPLIANCE TO SCOPE REQUIREMENTS**

Please write yes/comply for compliance to specification in full in the second column, **or** if you do not comply write no/do not comply in the third column and the fourth column give comment/reasons for non-compliance to non-compliance to clause by clause compliance to Scope of Requirements.

<b>NB: Please complete in full in the columns provided by Writing (Yes/Comply) OR (No/Do not Comply)</b>			
<b>Clause Nr</b>	<b>Yes/Comply</b>	<b>No/Does Not Comply</b>	<b>Comments/reasons non-compliance</b>
<b>Clause 3 Scope of requirements</b>			
CLAUSE 3.1 Transnet Freight Rail requires the supply and delivery of Cleaning and Toiletry Kit on an "as and when required basis" at Transnet Freight Rail, Rustenburg depot for a period of 36 months.			
<b>3.1.1 Section Managers Pack</b>			
Sunblock SPF36, 100ML Bath soap, lux 175g Laundry soap 125g Toilet Paper, 1-Ply, 500 sheets Sweat Cloth, 450 mm width x 550 mm length Hand cleaner, smooth, 500G Shoe polish, 80g/100ml, black Insect repellent stick, 34g Deo foot powder, 100g/120ml			
<b>3.1.2 Shed/General workers Personnel Pack</b>			
Sunblock SPF36, 100ML Bath soap, 125g Laundry soap 125g Toilet Paper, 1-Ply, 500 sheets Sweat Cloth 450mm width x 550 mm length Hand cleaner, smooth, 500G Shoe polish, 80g/100ml, black Insect repellent stick, 34g Deo foot powder, 100g/120ml			

Respondent's Signature

Date & Company Stamp

RFQ No: ERACES3928-22186

Description: Supply and delivery of cleaning and toiletry kit on an "as and when required basis" at, Rustenburg depot for a period of 36 months.

<p><b>3.1.3 Service Drivers Pack</b></p> <p>Sunblock SPF36, 100ml          Bath soap,175g          Laundry soap 125g          Toilet Paper, 1-Ply, 500 sheets          Sweat cloth, 450mm width x 550mm length          Hand cleaner, smooth, 500G          Shoe polish, 80g/100ml, black          Insect repellent stick, 34g          Deo foot powder, 100g/120ml</p>			
<p><b>3.1.4 Train Drivers Pack</b></p> <p>Sunblock SPF36, 100ml          Bath soap, 175g          Laundry soap 125g          Toilet Paper, 1-Ply, 500 sheets          Sweat cloth, 450mm width x 550mm length          Hand cleaner, smooth, 500g          Shoe polish, 80G/100ml, black          Insect repellent stick, 34g          Deo foot powder, 100g/120ml</p>			
<p><b>3.1.5 Train Assistant Pack</b></p> <p>Sunblock SPF36, 100ml          Bath soap,175g          Hand cleaner, smooth, 500g          Laundry soap 125G          Toilet Paper, 1-Ply, 500 sheets          Hand cleaner, smooth, 500g          Shoe polish, 80g/100ml, black          Mutton cloth, 400g          Insect repellent stick, 34g          Deo foot powder, 100g/120ml          Toilet Sanitizer, 750ml          Window Glass Cleaner, 750ml          Sweat cloth 450mm width x 550mm length</p>			

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

\_\_\_\_\_  
 Date & Company Stamp

RFQ No: ERACES3928-22186

Description: Supply and delivery of cleaning and toiletry kit on an "as and when required basis" at, Rustenburg depot for a period of 36 months.

<p><b>3.1.6 Yard Personnel pack</b></p> <p>Sunblock SPF36, 100ML          Bath soap, 175g          Laundry soap 125g          Toilet Paper, 1-Ply, 500 sheets          Sweat cloth, 450mm width x 550mm length          Hand cleaner, smooth, 500G          Shoe polish, 80g/100ml, black          Insect repellent stick, 34g          Deo foot powder, 100g/120ml</p>			
<p><b>3.1.7 Packaging:</b></p> <p>Material pack to be in a sealed 30 micron plastic,          Material pack labelled and packed 10 packs p/bag/box and delivered in good condition.</p>			
<p><b>3.1.8 Package Label/Detail:</b> Each pack must be labelled / detailed as follows:</p> <ul style="list-style-type: none"> <li>• Contents,</li> <li>• Date Packed and</li> <li>• Name of Pack</li> </ul>			
<p><b>3.1.9 Item Label/Detail:</b> Each item to have the following safety labels:</p> <ul style="list-style-type: none"> <li>• Direction for use</li> <li>• Precautions/Safety Information</li> <li>• Cautions             <ul style="list-style-type: none"> <li>➤ Warnings</li> <li>➤ First Aid</li> </ul> </li> <li>• Manufactory date</li> <li>• Expiry date</li> </ul>			
<p><b>3.1.10 Damage Goods:</b> All the products delivered are to be undamaged.</p> <p>Any dented or damaged goods will be returned and expected to be replaced within 5 working days of notification of damages noted upon receipt of the packs.</p> <p>Respondents are to advise what means of credit will apply should there be any damaged goods received. Products will also be returned to the successful Respondent if "the use by date" has expired.</p>			

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 Respondent's Signature

\_\_\_\_\_  
 Date & Company Stamp

RFQ No: ERACES3928-22186

Description: Supply and delivery of cleaning and toiletry kit on an "as and when required basis" at, Rustenburg depot for a period of 36 months.

<p><b>3.1.11 Delivery Period:</b></p> <p>a)The successful respondent must be able to supply the required Items/goods on an as and when required basis.</p> <p>b) It is a requirement that the successful respondent be able to guarantee delivery in the area specified within 7 days from receipt of any subsequent order.</p>			
<p><b>3.2 FULL DESCRIPTION OF ITEMS REQUIRED</b></p> <p>When a patented article is used as a sample or when the name of the manufacturer or a certain trade mark or brand is quoted, it shall only be to indicate the type or quality of the article required and not to limit competition.</p>			
<p><b>3.2.1 Sunblock SPF36, 100 -150ml</b></p> <ul style="list-style-type: none"> <li>• Protective Compound (to protect the skin against UV Light during exposure to e.g. welding processes and direct light);</li> <li>• Factor: 36 minimum;</li> <li>• Packed in 100- 150ml squeezable tubes;</li> <li>• Brand: Proderm Pharmaceuticals or Similar</li> </ul>			
<p><b>3.2.2 Bath Soap, 175g</b></p> <ul style="list-style-type: none"> <li>• Type: Bath</li> <li>• Package unit weight: 175g</li> <li>• Fragrance perfumed</li> <li>• Colour: various</li> <li>• Form: Bar</li> <li>• Brand: Lux, Palmolive, Breeze or Similar</li> </ul>			
<p><b>3.2.3 Laundry Soap, 125g</b></p> <ul style="list-style-type: none"> <li>• Maker part number: VIVA or Similar</li> <li>• Colour: Blue</li> <li>• Package type: 125g bar</li> <li>• Form: Bar</li> </ul>			
<p><b>3.2.4 Toilet Paper, 1PLY, 500 Sheets, Virgin Quality</b></p> <ul style="list-style-type: none"> <li>• Type: Soft;</li> <li>• Ply: Single;</li> <li>• Colour: White;</li> <li>• Sheets: 500 sheets per roll; Perforated every 111mm, maximum outside diameter roll of 105mm, width of roll 101,5mm, max. 100mm min. a nominal core diameter of 38mm;</li> </ul>			

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Description: Supply and delivery of cleaning and toiletry kit on an "as and when required basis' at, Rustenburg depot for a period of 36 months.

<ul style="list-style-type: none"> <li>• Specification: SABS ISO 9001:2008</li> </ul>			
<p><b>3.2.5 Hand Cleaner, Smooth, 500g</b></p> <ul style="list-style-type: none"> <li>• Form: Gel</li> <li>• Colour: various</li> <li>• Container Type: Plastic</li> <li>• Container Capacity: 500g</li> <li>• Item used on the removal of oil bound soil, homogeneous</li> <li>• Specification: CSS 285 / 50.10 / Latest</li> </ul>			
<p><b>3.2.6 Shoe Polish, 80G/100ml, Black</b></p> <ul style="list-style-type: none"> <li>• Type: Wax-based</li> <li>• Colour: Black</li> <li>• Container capacity: 80g / 100ml</li> <li>• Container type: Can</li> <li>• Brands: Nugget, Kiwi or Similar</li> </ul>			
<p><b>3.2.7 Insect Repellent Stick, 34g</b></p> <ul style="list-style-type: none"> <li>• Insect Repellent Stick, Personal application</li> <li>• Brand: Peaceful sleep or Similar</li> <li>• Form: Stick</li> <li>• Package type: stiff 34g</li> </ul>			
<p><b>3.2.8 Foot Powder, 100G/ 120ml</b></p> <ul style="list-style-type: none"> <li>• Container type: can</li> <li>• Container capacity: 100g/120ml</li> <li>• Maker part number: Karoo or similar</li> <li>• Product is used on feet containing anti-fungal that kill the fungi infection of the skin including Athletes foot; for external use only.</li> </ul>			
<p><b>3.2.9 Sweat Cloth, WD 450 X LG 550 MM</b></p> <ul style="list-style-type: none"> <li>• Rag Sweat Cloth (TOL ±1CM) with firm selvedge and over-locked (or hemmed) end</li> <li>• Dimensions 450 mm width x 550 mm length</li> <li>• Material: Cotton</li> <li>• Colour: Bleached</li> </ul>			
<p><b>3.2.10 Mutton Cloth, 400g</b></p> <ul style="list-style-type: none"> <li>• Cloth: Knitted</li> <li>• Type: Mutton</li> <li>• Dimensions: 400 – 500g</li> <li>• Specification: SABS 179/1973 (1995)</li> <li>• Description of cloth: blend of cotton and rayon with minimum content of 15%</li> </ul>			

Respondent's Signature

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Description: Supply and delivery of cleaning and toiletry kit on an "as and when required basis" at, Rustenburg depot for a period of 36 months.

<p><b>3.2.11 Window Glass cleaner, 750ml</b></p> <ul style="list-style-type: none"> <li>• Form: Liquid</li> <li>• Type: non detergent</li> <li>• Product to be used on Luxury busses and trains</li> <li>• Brand: Windolene or Similar</li> <li>• Colour: Blue</li> </ul>			
<p><b>3.2.12 Toilet Sanitizer Liquid, 750ml</b></p> <ul style="list-style-type: none"> <li>• Product used on Bathrooms (toilets)</li> <li>• Brand: Jeyes Home Guard or Domestos or Similar</li> <li>• Packaging: 750ml</li> <li>• Container type: Plastic</li> </ul>			

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 Respondent's Signature

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 Date & Company Stamp