

# RFQ / TENDER

Tender No: HOAC-17183



Vendor No: 11001386

BOARD LIST  
BOARD LIST  
TRANSNET FREIGHT RAIL  
PROCUREMENT DEPARTMENT  
2000

Purchaser : Alex Baloyi  
Telephone : 011 584 1425  
Fax Number:

Please quote reference:  
D89/6000612454

Deliver to:  
TFR Head Office  
Supply Chain Services  
2000 Johannesburg

Closing Date : 16.04.2015  
Validity Date : 31.07.2015  
RFQ No : 6000612454

PROVISION OF TRAINING ON QUESTIONMARK PERCEPTION TOOL  
\*EXT NAME: RFQ 9 STANDARD H

1. RETURN OF QUOTATION/S:

PLEASE SEND TO FAX NUMBER: 011 774 9129, 011 774 9186

EMAIL: thuli.mathebula@transnet.net, jojo.sokhela@transnet.net

1.1 QUOTATION/S MUST BE SUBMITTED PUNCTUALLY AT 10:00 ON THE CLOSING DATE AND LATE QUOTATIONS WILL NOT BE CONSIDERED.

1.2 IF POSTED

EXECUTIVE MANAGER (TRANSNET FREIGHT RAIL, SUPPLY CHAIN SERVICES)  
PO BOX 8617  
JOHANNESBURG  
2000

1.3 ,IF DELIVERED BY HAND:

TRANSNET FREIGHT RAIL  
INYANDA HOUSE 1  
21 WILLINGTON ROAD  
PARKTOWN  
JOHANNESBURG  
2001

2. CONDITIONS:

2.2 ANY PURCHASE ORDER PLACED AS A RESULT OF YOUR QUOTATION WILL BE SUBJECT TO THE STANDARD TERMS AND CONDITIONS OF CONTRACT, FORM US7, (LATEST), GENERAL TENDER CONDITIONS, FORM CSS5 (LATEST) AND CONDITIONS MENTIONED HEREIN.

2.3 TENDERERS MAY OFFER AN EARLIER VALIDITY DATE, BUT THEIR QUOTATION MAY, IN THAT EVENT, BE DISREGARDED FOR THIS REASON.

2.4 TENDERERS ARE REQUIRED TO OFFER ONLY FIRM PRICES. PRICES SUBJECT TO REVIEW IN TERMS OF CLAUSE 32 OF

DATE: ..... SIGNATURE OF TENDERER(S): .....  
CONTACT PERSON: ..... TEL No: .....

# RFQ / TENDER

Tender No: HOAC-17183  
Date: 01.04.2015

Page  
2

BOARD LIST  
TRANSNET FREIGHT RAIL  
PROCUREMENT DEPARTMENT

~~FORM US7 WILL ONLY BE CONSIDERED SHOULD THE DELIVERY PERIOD REQUIRED EXCEED 6 MONTHS.~~

~~2.6 BEST DELIVERY TIME MUST BE OFFERED.~~

~~2.6 DISCOUNT (TRADE DISCOUNT) CASH DISCOUNT (CONDITONAL DISCOUNT) VALUE ADDED TAX (VAT) MUST BE SHOWN SEPARATELY.~~

~~2.7 TRANSNET RESERVES THE RIGHT TO NEGOTIATE PRICES AND COMMERCIAL ASPECTS AFTER THE CLOSING DATE OF THE QUOTATION.~~

"PREVIEW COPY ONLY"

DATE: .....

SIGNATURE OF TENDERER(S): .....

# RFQ / TENDER

Tender No: HOAC-17183  
Date : 01.04.2015

Page  
3

BOARD LIST  
TRANSNET FREIGHT RAIL  
PROCUREMENT DEPARTMENT

**2.8 DIRECT DELIVERY INTIMATES DELIVERY BEING EFFECTED INTO THE WAREHOUSE OR THE ACTUAL POINT OF SUPPLY AND SHOULD THEREFORE INCLUDE ANY TRANSPORTATION MODE DEEMED NECESSARY IN EXECUTING THIS METHOD OF DELIVERY BASIS IN ORDER TO MEET THE REQUIRED DELIVERY DATE.**

## TAX CLEARANCE CERTIFICATES:

The Regulations in terms of the Public Finance Management Act, 1999: Framework for Supply Chain Management as published in Government Gazette No. 25767 dated 5 December 2003, Clause 9 (1) (d), stipulates that the accounting officer or accounting authority of an institution to which these regulations apply must reject any bid from a supplier who fails to provide written proof from the South African Revenue that the supplier either has no outstanding tax obligations or has made arrangements to meet outstanding tax obligations. Tenderers will be disqualified if a valid tax clearance certificate or written proof from the South African Revenue Service that supplier has made arrangements to meet outstanding tax obligations is not submitted with the tender.

## COMPANY DETAILS:

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

CONTACT PERSON: \_\_\_\_\_

TEL. NO. \_\_\_\_\_

FAX NO: \_\_\_\_\_

REG. NO. \_\_\_\_\_

## BROAD BASED BLACK ECONOMIC EMPOWERMENT (BBBEE)

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

Transnet will therefore prefer to do business with local business enterprises who share these same values. Transnet will endeavour to do business with local business enterprises that possess a BBBEE "recognition level" of at least a level 5. Transnet urges Tenderers (large enterprises and QSE's - see below) to have themselves accredited by any one of the various Accreditation Agencies available, who do their BBBEE ratings in accordance with the latest Codes (i.e. those promulgated on 9 February 2007) and whose names appear on the present ABVA (Association of BEE Verification Agencies) - "List of Full Members" as displayed on the ABVA website ([www.abva.co.za](http://www.abva.co.za)). Although no agencies have, as yet, been accredited by SANAS (SA National Accreditation System), Transnet will, in the interim, accept rating certificates of tenderers who have been verified by any of the listed agencies.

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

1. Large Enterprises (i.e. annual turnover >R35million:  
" Rating level based on all seven elements of the BBBEE scorecard.
2. Qualifying Small Enterprises - (QSE) (i.e. annual turnover >R5million but <R35million:  
" Rating based on any four elements of the BBBEE scorecard.

NB:

3. Emerging Micro Enterprises - (EME) (i.e. annual turnover <R5m) are exempted from being rated/verified:  
" Automatic rating of Level 4 BBBEE irrespective of race of ownership, i.e. 100% BBBEE recognition  
" Black ownership >50% or Black Women ownership >30% automatically qualifies as Level 3 BBBEE, i.e. 110% BBBEE recognition  
" EME's should provide certified documentary proof of annual turnover (i.e. audited financials) plus proof of Black ownership if Black ownership >50% or Black Women ownership >30% from the EME's Auditor/Accounting Officer.

4. In addition to the above, Tenderers who wish to enter into a Joint Venture or subcontract portions of the contract to BBBEE companies, must state in their tenders the percentage of the total contract value that will be allocated to such BBBEE companies, should they be successful in being awarded any business. A rating certificate in respect of such BBBEE JV-partners and / or sub-contractor/s, as well as a breakdown of

DATE: .....

SIGNATURE OF TENDERER(S): .....

# RFQ / TENDER

Tender No: HOAC-17183  
Date: 01.04.2015

Page  
4

BOARD LIST  
TRANSNET FREIGHT RAIL  
PROCUREMENT DEPARTMENT

the distribution of the aforementioned percentage must also be furnished

In view of the high emphasis which Transnet places on Broad-based Black Economic Empowerment, Transnet will allow certain preference points for BBBEE in the evaluation of all responses. Depending upon the value of the ensuing business award (i.e. below or in excess of R2m), the 80/20 or 90/10 point preference systems will be utilized where BBBEE will count out of 20 or 10 respectively in the evaluation process.

EACH RESPONDENT IS REQUIRED TO FURNISH PROOF OF THE ABOVE TO TRANSNET. FAILURE TO DO SO WILL RESULT IN A SCORE OF ZERO BEING ALLOCATED FOR BBBEE.

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

" If annual turnover <R5m, please attach certified confirmation from your Auditor/Accounting Officer

" If annual turnover >R5m please attach original or certified copy of accreditation certificate and detailed scorecard by an ABVA accreditation agency (registered as a "Full Member")

## PAYMENT TERMS

The following payment terms will apply as from 1 October 2008

" All suppliers will be paid 30 days from receipt of month end statement, i.e. payment term F055.

## CONDITIONS:

This quotation is subject to the provisions of the Standard Terms and Conditions of Contract, Form US7, (Latest ) and the General Tender Conditions, Form CSS5 (Latest) and any other standard or special conditions mentioned and/or embodied in the quotation request.

## SCHEDULE OF REQUIREMENTS

PRICES TENDERED ARE TO BE "DIRECT" AND EXCLUDE VAT.

IN THIS REGARD THE TENDERER'S ATTENTION IS DIRECTED TO PARAGRAPH 16 OF FORM CSS5 (LATEST).

DATE: .....

SIGNATURE OF TENDERER(S): .....

# RFQ / TENDER

Tender No: HOAC-17183  
Date: 01.04.2015

Page  
5

BOARD LIST  
TRANSNET FREIGHT RAIL  
PROCUREMENT DEPARTMENT

TRANSNET INSISTS ON HONESTY AND INTEGRITY BEYOND REPROACH AT ALL TIMES AND WILL NOT TOLERATE ANY FORM OF IMPROPER INFLUENCING, BRIBERY, CORRUPTION, FRAUD, OR ANY OTHER UNETHICAL CONDUCT ON THE PART OF BIDDERS/ TRANSNET EMPLOYEES. IF, IN THE OPINION OF TRANSNET'S CHIEF OPERATING OFFICER, A TENDERER / CONTRACTOR / SUPPLIER HAS OR HAS CAUSED TO BE PROMISED, OFFERED OR GIVEN TO ANY TRANSNET EMPLOYEE, ANY BRIBE, COMMISSION, GIFT, LOAN, ADVANTAGE OR OTHER CONSIDERATION, TRANSNET SHALL BE ENTITLED TO REVOKE THE TENDER / CONTRACT BY FOLLOWING ITS INTERNAL POLICIES THAT GOVERN THE EXCLUSION PROCESS. IN SUCH AN EVENT TRANSNET WILL BE ENTITLED TO PLACE ANY TENDERER / CONTRACTOR / SUPPLIER WHO HAS CONTRAVENED THE PROVISIONS OF TRANSNET'S BUSINESS ETHICS ON ITS LIST OF EXCLUDED TENDERERS. THIS LIST WILL ALSO BE DISTRIBUTED TO ALL OTHER STATE OWNED ENTERPRISES AND GOVERNMENT DEPARTMENTS.

TRANSNET INVITES ITS VALUED SUPPLIERS TO REPORT ANY ALLEGATIONS OF FRAUD, CORRUPTION OR OTHER UNETHICAL ACTIVITIES TO TRANSNET TIP-OFFS ANONYMOUS, AT ANY OF THE FOLLOWING ADDRESSES / CONTACT NUMBERS:-

TOLL-FREE ANONYMOUS HOTLINE - 0800 003 056

EMAIL - [Transnet@tip-offs.com](mailto:Transnet@tip-offs.com)

FAX NUMBER - 0800 007 788

FREEPOST DN 298, UMHLANGA ROCKS, 4320

CONFIDENTIALITY IS GUARANTEED

Item	Qty	Material	Description
00010	1	TRAINING ON QUESTIONMARK PERCEPTION TOOL	R..... Activity

Delivery Date: 30.06.2015

FULL DETAILS OF DESCRIPTION

DATE: .....

SIGNATURE OF TENDERER(S): .....



# RFQ / TENDER

Tender No: HOAC-17183  
Date: 01.04.2015

Page  
6

BOARD LIST  
TRANSNET FREIGHT RAIL  
PROCUREMENT DEPARTMENT

## 3. ADDITIONAL INFORMATION REQUIRED: (WHERE APPLICABLE)

### 3.1 THE FOLLOWING ADDITIONAL INFORMATION IS REQUIRED:

- (A) DISCOUNT: .....
- (B) SETTLEMENT DISCOUNT: .....
- (C) PRICE/S FIRM: .....
- (D) PRICE/S FIRM UNTIL ..... THEREAFTER SUBJECT TO REVIEW.
- (E) PRICE/S NOT FIRM: .....
- (F) SABS MARK: .....
- (G) SABS PERMIT NO: .....
- (H) BRAND/MAKE/TYPE: .....
- (I) FULL NAME AND ADDRESS OF MANUFACTURER: .....

### (J) FULL NAME AND ADDRESS OF INSPECTION POINT: .....

### (K) COUNTRY OF ORIGIN: .....

Comply : \_\_\_\_\_ Does not Comply : \_\_\_\_\_ Not applicable : \_\_\_\_\_

Justification : .....

### (L) SURPLUS MATERIAL:

TENDERERS MUST INDICATE IF THEY WILL BE PREPARED TO PURCHASE BACK FROM TRANSNET ANY SURPLUS MATERIAL WHICH MAY BECOME AVAILABLE FROM ANY RESULTING PURCHASE ORDER/CONTRACT ORIGINATED FROM THE QUOTATION SUBMITTED:

### (M) PAYMENT OVERSEAS:

ONLY IF TRANSNET LIMITED IS REQUESTED BY THE TENDERER TO EFFECT PAYMENT OVERSEAS DIRECT TO THE TENDERER'S PRINCIPAL/SUPPLIER THE FOLLOWING INFORMATION IS REQUIRED:

\* EXCHANGE RATE ON WHICH THE QUOTATION PRICE IS BASED: R1,00 (S.A. CURRENCY) BEING EQUAL TO ..... (FOREIGN CURRENCY)

\* PERCENTAGE IN RELATION TO THE QUOTATION PRICE TO BE REMITTED OVERSEAS:

\* NAME OF COUNTRY TO WHICH PAYMENT IS TO BE MADE:

\* APPLICABLE DATE OF EXCHANGE RATE:

\* BENEFICIARY'S NAME AND FULL ADDRESS:

DATE: .....

SIGNATURE OF TENDERER(S): .....

# RFQ / TENDER

Tender No: HOAC-17183  
Date: 01.04.2015

Page  
7

BOARD LIST  
TRANSNET FREIGHT RAIL  
PROCUREMENT DEPARTMENT

\* BENEFICIARY'S BANKERS AND FULL ADDRESS:

\* APPLICABLE ACCOUNT NUMBER:

(N) DELIVERY DATE:

TENDERERS MUST FURNISH THEIR ACTUAL DELIVERY AND MANUFACTURING PERIOD HEREUNDER  
NOTWITHSTANDING THE DELIVERY DATES SPECIFIED BY TRANSNET

THE FOLLOWING MUST ALSO BE FURNISHED IN REGARD TO THE ABOVE:

1. PERIOD REQUIRED TO OBTAIN RAW MATERIAL. ....(DAYS)
2. MANUFACTURING PERIOD. ....(DAYS)
3. PERIOD TO TRANSPORT MATERIAL TO DESTINATION. ....(DAYS)

MATERIAL NO.	1.(PERIOD)	2.(PERIOD)	3.(PERIOD)

INDICATE THE PERCENTAGE (%) OF THE PRICE THAT IS SUBJECT TO THE VARIABLE COPPER FEE: -----%.

DATE: .....

SIGNATURE OF TENDERER(S): .....

**EVALUATION CRITERIA**

Transnet will utilise the following criteria [not necessarily in this order] in choosing a Supplier/Service Provider, if so required:

Criterion/Criteria	Explanation
<b>Administrative responsiveness</b>	<p>Completeness of response and returnable documents</p> <p>All the returnable document at paragraph 19, section 1</p>
<b>Functionality Threshold</b>	<p>As prescribed in terms of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its Regulations, Respondents are to note that functionality is included as threshold with a prescribed percentage threshold of 60%.</p> <p><b>1.100% COMPLIANCE</b> ETO SPEC</p> <p><b>Questionmark Perception Training</b></p> <p><b>GENERAL SCOPE FOR THE DEMAND REQUEST</b></p> <p><b>ADHERE TO THE LIST OF SOFTWARE AS FOLLOWS:</b></p> <p><b>TRAINING FOR THE FOLLOWING PROGRAMME</b> Questionmark Perception (for the period of one year: 2015-2016)</p> <p><b>Course Content:-</b></p> <ul style="list-style-type: none"> <li>Enterprise Manager Training</li> <li>Author Training</li> <li>Template Training</li> </ul> <p><b>Questionmark Perception Course Objective:-</b></p> <ul style="list-style-type: none"> <li>Author questions in various formats.</li> <li>Author tests</li> <li>Manage question banks.</li> <li>Organise repository of test items.</li> <li>Format content.</li> <li>Use different scoring schemes.</li> <li>Reporting and analysis</li> </ul> <p><b>Questionmark Perception Tool</b></p> <p><b>NB: A. Suppliers who fails to submit the documentation required at Item 1 and 2 will not go through to the technical evaluation stage.</b></p> <p><b>B. Item 1, 2 and 3 will be used for technical evaluation</b></p> <ol style="list-style-type: none"> <li>1. Certified Supplier: Provide certification for the re-sale of the program (Questionmark Perception).</li> <li>2. Certified Skills: Provide a letter certifying that the supplier has certified skill for the program (Questionmark Perception).</li> <li>3. Support Structure: Supplier to indicate what level of support structure in place e.g. (Levels 1, 2, 3).</li> </ol>





	Will be considered as part of the technical evaluation.
<b>Final weighted evaluation based on 80/20 preference point system as indicated in paragraph</b>	<ul style="list-style-type: none"> <li>Pricing and price basis [firm] - whilst not the sole factor for consideration, competitive pricing and overall level of unconditional discounts<sup>1</sup> will be critical</li> <li>B-BBEE status of company - Preference points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table indicated in Annexure A.</li> </ul>

**COMMERCIAL (80/20 in respect of price and preference claimed points)**

Pricing and price basis [firm] - whilst not the sole factor for consideration, competitive pricing and overall level of unconditional discounts<sup>2</sup> will be critical

**B-BBEE status of company**

Preference points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

<sup>1</sup> Only unconditional discounts will be taken into account during evaluation. A discount which has been offered conditionally will, despite not being taken into account for evaluation purposes, be implemented when payment is effected.

<sup>2</sup> Only unconditional discounts will be taken into account during evaluation. A discount which has been offered conditionally will, despite not being taken into account for evaluation purposes, be implemented when payment is effected.

"PREVIEW COPY ONLY"

## Questionmark Perception Training

### GENERAL SCOPE FOR THE DEMAND REQUEST

#### ADHERE TO THE LIST OF SOFTWARE AS FOLLOWS:

**TRAINING FOR THE FOLLOWING PROGRAMME Questionmark Perception: (for the period of one year: 2015 -2016).**

#### **Course Content:-**

- Enterprise Manager Training
- Author Training
- Template Training

#### **Questionmark Perception Course Objective:-**

- Author questions in various formats.
- Author tests.
- Manage question banks.
- Organise repository of test items.
- Format content.
- Use different scoring schemes.
- Reporting and analysis.

#### **Questionmark Perception Tool**

**NB: A. Suppliers who fails to submit the documentation required at Item 1 and 2 will not go through to the technical evaluation stage**

#### **B. Item 1, 2 and 3 will be used for technical evaluation**

1. **Certified Supplier:** Provide certification for the re-sale of the program (Questionmark Perception).
2. **Certified Skills:** Provide a letter certifying that the supplier has certified skill for the program (Questionmark Perception).
3. **Support Structure:** Supplier to indicate what level of support structure in place e.g. (Levels 1, 2, 3).