



RFQ / TENDER

Tender No: HOAC-17641

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:
 D89/6000613573

Deliver to:
 TFR Head Office
 Supply Chain Services
 2000 Johannesburg

Closing Date : 19.05.2015
 Validity Date : 28.08.2015
 RFQ No : 6000613573

PROVISION OF DESIGN & BUILD EXHIBITION STAND FOR SARA CONFERENCE AND EXHIBITION

*EXT NAME: RFQ 9 STANDARD H

1. RETURN OF QUOTATIONS:

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

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

1.1 QUOTATIONS 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.

DATE: SIGNATURE OF TENDERER(S):

CONTACT PERSON: TEL No:

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- 2.4 TENDERERS ARE REQUIRED TO OFFER ONLY FIRM PRICES. PRICES SUBJECT TO REVIEW IN TERMS OF CLAUSE 32 OF FORM US7 WILL ONLY BE CONSIDERED SHOULD THE DELIVERY PERIOD REQUIRED EXCEED 6 MONTHS.
- 2.5 BEST DELIVERY TIME MUST BE OFFERED.
- 2.6 DISCOUNT (TRADE DISCOUNT) CASH DISCOUNT (CONDITIONAL 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"

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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). 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

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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 monthly 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).

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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 COSIDERATION, TRANSNET SHALL BE ENTITLED TO REVOKE THE TENDER / CONTRACT BY FOLLOWING ITS INTERNAL POLICIES THAT GOVERN THE ECLUSION 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
FAX NUMBER - 0800 007 788
FREEPOST DN 298, UMHLANGA ROCKS, 4320

CONFIDENTIALITY IS QUARANTEED

Item	Qty	Material	Description
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00010	1	Design & Build	Exhibition stand
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R.....
Each

Delivery Date: 26.05.2015

FULL DETAILS OF DESCRIPTION

"PREVIEW COPY ONLY"

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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:

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.....
* 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):



Brief: Design and build of Transnet Freight Rail stand at the 4th SARA Rail Conference and Exhibition, Emperor's Palace, Johannesburg on the 26th-28th May 2015

1. Background

Transnet Freight Rail, a division of Transnet SOC Limited, will be participating at the 5th SARA Rail Conference and Exhibition, to be held at the Emperors Palace on the 26th – 28th May 2014. We would like to invite proposals for the design of a custom build stand for Transnet Freight Rail exhibition space of 4 Stands – 3mx3m each.

2. Stand design information:

The creative design and layout should depict and compliment, through modern graphics and stand layout **the core objectives of Transnet Freight Rail and mainly its Containers and Automotive Business Unit**. The stand design should include round and square shapes with a modern counter design and finishing's. The use of 3 dimensional imagery is required. Design Elements should depict rail and use unique ways to communicate the MDS (information on the MDS will be provided and is available on www.transnet.net. The colours should be crisp and clean with some use of the corporate colours.

3. Job Scope:

To provide a quotation and with production timelines – including construction and staging – as described in more detail below:

3.1 Development and Construction:

3.2

Develop exhibition material [electronic and / or print] based on the design concept, ensuring correct Corporate Identity application. This may include redrafting of technical graphics and maps when required. Construct various exhibition elements, based on the design concept. Ensure quality of construction and workmanship in accordance with best practices and industry norms;

Transnet SOC Ltd
Registration Number
90/000900/30

21 Wellington Road
Parktown
Johannesburg
1293

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South Africa, 2000
T +27 11 544 9500
F +27 11 544 9597

Transnet Freight Rail is an Authorised Financial Services Provider FSP 18828

www.transnetfreightrail-tfr.net

Directors: ME Mkhwanazi (Chairman) B Molefe* (Group Chief Executive) MK Choubey* MA Fanucchi Y Forbes HD Gazendam N Moola NR Ntshingila IM Sharma
Skosana E Tshabalala DLI Tshepe A Singh* (Chief financial Officer)
Executive #Indian

Group Company Secretary: ANC Ceiba



3.3 Transport:

Transport exhibition material to the venue [and back after the show. This includes Transnet Freight Rail promotional material and marketing collateral such as brochures, CDs, trinkets, etc.

Return all unused promotional material and marketing collateral such as brochures, CDs and trinkets] to the Transnet Freight Rail head office after event.

3.4 Safety :

The service provider needs to confirm, in writing, that during the term of Agreement with TNPA, it will maintain in force – :

- I. an insurance policy, or policies, with a reputable insurer which grants the following cover: **Public Liability Insurance** cover up to a limit of no less than ZAR 1 000 000 [one million South African Rand] for a single event,
- II. valid electricity compliance certificates to be issued at the event - a copy to be issued to the event organizer as well as TFR for record purposes; and
- III. a structural engineers certificate at the event – a copy to be issued to the event organizer as well as TFR for record purposes; and
- IV. fire materials / fabrics fire-retardant certificate at each event – a copy to be issued to the event organizer as well as TFR for record purposes.

3.5 Storage and Safekeeping

The service provider shall store all TFR **visual panels** after the show for future use. Such material shall be returned to TFR in good condition 1 month after the event – delivered to a physical address provided by TFR.

3.6 Close-Out Report

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The service provider shall compile a **Close-Out Report** upon the completion of each event and cut all related material [i.e. design concept with various elevations, visual panels and generic professional photographs of the completed stand] to CD in printable pdf format and hand such to TFR for record purposes, two working days after the event.

4. Key deliverables:

- Creativity and professionalism;
 - A globally competitive, world-class execution in terms of quality of workmanship and overall aesthetics;
 - Accuracy in managing the content – text, visuals and graphics;
 - Meeting deadlines; and
 - Demonstrated proven best practice methodology and approach to include an overarching and detailed project plan, resource capabilities and previous experience in delivering similar projects.
- To note:**
- 2 by 3m x3m Shell Stand
 - 2 x Spots per 9m² stand
 - 1 x Plug point per 9m²
 - 15 amp power point with a shared dB Board
 - Single phase power (3 phase to be arranged upon request)
 - 1 x Company name (standard type face up to 25 letters without logo)
 - Fascia with name of exhibiting company (standard colour and coordinated with event branding)
 - Carpet tiles
 - Flooring: Melamine Wooden Flooring with Aluminium edging required.
 - Logo to appear on the event website with a link to your company site
 - Logo to appear in the conference magazine with a 50 word write up
 - Project Management of setup and breakdown
 - Transport and Logistics to be included

Certificates required:

- ✓ Appointed supplier will be responsible for Electricity connection payment and obtaining the compliancy certificate.

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Executive #Indan

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- ✓ Appointed supplier will be responsible to supply Structural Engineering Certificate
- ✓ An insurance policy, or policies, with a reputable insurer which grants the following cover: Public Liability Insurance cover
- ✓ Materials / fabrics fire-retardant certificate

Submission for quotations and proposals date: 2015

Delivery Date: 25 May 2015

For further enquiries please contact Elizabeth Tlhabolwa on

e-mail: elizabeth.tlhabolwa@transnet Tel. 011 544-9515

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HOAC-HO-17641 PROVISION OF DESIGN AND BUILD EXHIBITION STAND FOR SARA
CONFERENCE AND EXHIBITION



EVALUATION CRITERIA

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

Criterion/Criteria	Explanation
Administrative responsiveness	Completeness of response and returnable documents
Substantive responsiveness(MANDATORY)	<ol style="list-style-type: none"> 1. The design must be submitted in a soft copy(CD OR MEMORY STICK) 2. See attached spec point, 2. 3. NB: failure to submit the soft copy(CD OR MEMORY STICK) will result in disqualification of bid
Functionality Threshold	<p>As prescribed in terms of the Preferential Procurement Policy Framework Act (PPFA), Act 5 of 2000 and its Regulations, Respondents are to note that functionality is included as threshold with a prescribed percentage threshold of 100%.</p> <p>1.Design and layout that complements the TFR corporate Identity</p> <p>Will be considered as part of the technical evaluation.</p>
Final weighted evaluation based on 80/20 preference point system as indicated in paragraph	<ul style="list-style-type: none"> • Pricing and price basis [firm] - whilst not the sole factor for consideration, competitive pricing and overall level of unconditional discounts¹ 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 indicated in Annexure A.

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 discounts² will be critical

¹ 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.

² 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.

**HOAC-HO-17641 PROVISION OF DESIGN AND BUILD EXHIBITION STAND FOR SARA
CONFERENCE AND EXHIBITION**



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

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