

**TRANSNET**



*freight rail*

A Division of Transnet SOC Limited Registration number 1990/00900/30

# REQUEST FOR QUOTATION

**KBY/52507**

**KBC\_11829**

Senior Buyer  
Supply Chain Services  
TRANSNET FREIGHT RAIL  
Austen Street  
KIMBERLEY  
8301



**Transnet Freight Rail**, a division of

**TRANSNET SOC LTD**

Registration Number 1990/000900/30

[hereinafter referred to as **Transnet**]

**REQUEST FOR QUOTATION [RFQ] No KBY/52507**

**FORMAINTENANCE WORK AT A DISABILITY FACILITY IN BEACONSFIELD  
ASSET NO. 02AB231 FOR A PERIOD OF 60 DAYS.**

**FOR DELIVERY TO: THE REAL ESTATE MANAGER KIMBERLEY**

**ISSUE DATE: 18 SEPTEMBER 2013**

**CLOSING DATE: 08 OCTOBER 2013**

**CLOSING TIME: 10:00**

## Section 1 NOTICE TO BIDDERS

Quotations which must be completed as indicated in Section 2 of this RFQ are to be submitted as follows:

**METHOD:** Tender Box  
**CLOSING VENUE:** Transnet Freight Rail, Property Management Building, Office no. 2, Austen Street, Beaconsfield

### 1 Responses to RFQ

Responses to this RFQ [**Quotations**] must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter.

### 2 Broad-Based Black Economic Empowerment [B-BBEE]

Transnet fully endorses and supports the Government's Broad-Based Black Economic Empowerment Programme and it would therefore prefer to do business with local business enterprises who share these same values. Transnet will accordingly allow a "preference" to companies who provide a valid B-BBEE Verification Certificate. All procurement transactions will be evaluated accordingly.

#### 2.1 B-BBEE Scorecard and Rating

As prescribed in terms of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its Regulations, Respondents are to note the following:

- Proposals will be evaluated on price which will be allocated 80 points and preference which will be allocated 20 points, dependent on the value of the Services.
- The 80/20 preference point system applies where the acquisition of the Services will be less than R1 000 000,00.
- If the 80/20 preference point system is stipulated and all Bids received exceed R1 000 000,00, the RFQ will be cancelled.
- In this RFQ, Transnet will apply **80/20** preference point system prescribed in the PPPFA.

In compliance with the Government Gazette No 34612, Notice No. 754 dated 23 September 2011, as from 1 October 2011 valid B-BBEE Verification Certificates must be issued by:

- (i) Verification Agencies accredited by the South African National Accreditation System [SANAS]; or
- (ii) Registered Auditors approved by the Independent Regulatory Board of Auditors [IRBA], in accordance with the approval granted by the Department of Trade and Industry.

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

- a) **Large Enterprises** [i.e. annual turnover greater than R35 million]:
  - Rating level based on all seven elements of the B-BBEE scorecard

- b) **Qualifying Small Enterprises – QSE** [i.e. annual turnover between R5 million and R35 million]:

- Rating based on any four of the elements of the B-BBEE scorecard

- c) **Exempted Micro Enterprises – EME** [i.e. annual turnover less than R5 million]:

In accordance with B-BBEE Codes of Good Practice [Statement 000, Section 4], any enterprise with an annual total revenue of R 5 million or less qualifies as an EME.

- Automatic rating of B-BBEE Level 4 irrespective of race or ownership
- Black ownership greater than 50% or Black Women ownership greater than 50% automatically qualify as B-BBEE Level 3

Sufficient evidence to qualify as an EME would be a certificate (which may be in the form of a letter) from an auditor or accounting officer or a certificate from a Verification Agency accredited by SANAS. The certificate must confirm the company's turnover, black ownership / black female ownership, B-BBEE status level and validity date.

*Respondents are required to furnish proof of the above to Transnet. [i.e. a valid detailed scorecard as stipulated above in respect of Large Enterprises and QSEs, or a valid certificate in respect of EMEs].*

Transnet will accordingly allocate a maximum of **20 [twenty] points** in accordance with the **80/20** preference point system prescribed in the Preferential Procurement Policy Framework Act (PPPPA), Act 5 of 2000 and its Regulations to the Respondent's final score based on an entity's B-BBEE scorecard rating.

N.B. Failure to submit a B-BBEE certificate, which is valid as at the Closing Date of this RFP, will result in a score of zero being allocated for B-BBEE.

*[Refer clause 18 below for Returnable Documents required]*

### 3 Communication

- a) Respondents are warned that a response will be liable for disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer(s) or employee of Transnet in respect of this RFQ between the closing date and the date of the award of the business.

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

Name: Herman Conradie

Email: Herman.Conradie@transnet.net

### 4 Tax Clearance

The Respondent's original valid Tax Clearance Certificate must accompany the Quotation. Failure to provide this document with the RFQ submission will result in disqualification.

### 5 VAT Registration

The valid VAT registration number must be stated here: \_\_\_\_\_ *[if applicable].*

**6 Legal Compliance**

The successful Respondent shall be in full and complete compliance with any and all applicable national and local laws and regulations.

**7 Changes to Quotations**

Changes by the Respondent to its submission will not be considered after the closing date and time.

**8 Pricing**

All prices must be quoted in South African Rand on a fixed price basis, excluding VAT.

**9 Prices Subject to Confirmation**

Prices quoted which are subject to confirmation will not be considered.

**10 Negotiations**

Transnet reserves the right to undertake post-tender negotiations with selected Respondents or any number of short-listed Respondents.

**11 Binding Offer**

Any Quotation furnished pursuant to this Request shall be deemed to be an offer. Any exceptions to this statement must be clearly and specifically indicated.

**12 Disclaimers**

Transnet is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Quotation in response to it. Please note that Transnet reserves the right to:

- modify the RFQ's goods / service(s) and request Respondents to re-bid on any changes;
- reject any Quotation which does not conform to instructions and specifications which are detailed herein;
- disqualify Quotations submitted after the stated submission deadline;
- not necessarily accept the lowest priced Quotation;
- reject all Quotations, if it so decides;
- place an order in connection with this Quotation at any time after the RFQ's closing date;
- award only a portion of the proposed goods / service/s which are reflected in the scope of this RFQ;
- split the award of the order/s between more than one Supplier/Service Provider; or
- make no award at all.

In addition, Transnet reserves the right to exclude any Respondent from the bidding process who has been convicted of a serious breach of law during the preceding 5 [five] years, including but not limited to breaches of the Competition Act 89 of 1998. Respondents are required to indicate below whether or not they have been found guilty of a serious breach of law during the past 5 [five] years:

I/We \_\_\_\_\_ do hereby certify that *I/we have/have not been* 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.

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.

### 13 Evaluation Criteria

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

- Administrative responsiveness - Completeness of response and returnable documents
- Substantive responsiveness – Prequalification criteria, if any, must be met and whether the Bid materially complies with the scope and/or specification given
- Technical threshold of 60%: Compliance to specification / quality, previous performance, delivery lead-time
- Weighted evaluation based on 80/20 preference point system as indicated in paragraph 2 above:
  - 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
  - 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

<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.

**14 Validity Period**

Transnet desires a validity period of 30 [thirty] days from the closing date of this RFQ.

This RFQ is valid until \_\_\_\_\_.

**15 Banking Details**

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

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

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

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

**16 Company Registration**

Registration number of company / C.C. \_\_\_\_\_

Registered name of company / C.C. \_\_\_\_\_

**17 Disclosure of Prices Quoted**

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

YES  NO

**18 Returnable Documents**

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

- a) Respondents are required to submit with their Quotations the **Returnable Documents**, as detailed below.

***Failure to provide all these Returnable Documents at the Closing Date and time of this RFQ may result in a Respondent's disqualification. Respondents are therefore urged to ensure that all these Documents are returned with their Quotations.***

All Sections, as indicated in the footer of each page, must be signed, stamped and dated by the Respondent. Please confirm submission of these mandatory Returnable Documents by so indicating [Yes or No] in the table below:

Returnable Documents	Submitted [Yes or No]
SECTION 1 : Notice to Bidders	
<ul style="list-style-type: none"> <li>- Valid B-BBEE Verification Certificate [RSA Large Enterprises and QSEs] Note: failure to provide a valid B-BBEE Verification Certificate at the closing date and time of the tender will result in an automatic score of zero being allocated for B-BBEE scorecard</li> </ul>	
<ul style="list-style-type: none"> <li>- Valid B-BBEE certificate from auditor, accounting officer or SANAS accredited Verification Agency [RSA EMEs] Note: failure to provide a valid B-BBEE Verification Certificate at the closing date and time of the tender will result in an automatic score of zero being allocated for B-BBEE scorecard</li> </ul>	

Returnable Documents	Submitted [Yes or No]
- In the case of Joint Ventures, a copy of the Joint Venture Agreement or written confirmation of the intention to enter into a Joint Venture Agreement	
SECTION 2 : Quotation Form	
SECTION 3: Vendor Application Form <ul style="list-style-type: none"> <li>• Original cancelled cheque or bank verification of banking details</li> <li>• Certified copies of IDs of shareholder/directors/members [as applicable]</li> <li>• Certified copy of Certificate of Incorporation [CM29/CM9 name change]</li> <li>• Certified copy of share certificates [CK1/CK2 if C.C.]</li> <li>• Entity's letterhead</li> <li>• Certified copy of VAT Registration Certificate [RSA entities only]</li> <li>• Certified copy of valid Company Registration Certificate [if applicable]</li> <li>• Original valid Tax Clearance Certificate [Consortia / Joint Ventures / Sub-contractors must submit a separate Tax Clearance Certificate for each party]</li> </ul>	
Valid Letter of Good Standing	
CIDB Registration of at least 2GB	
ANNEXURE A – Project Specifications	

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**Section 2**  
**QUOTATION FORM**

I/We \_\_\_\_\_  
hereby offer to supply the services at the prices quoted in the Price Schedule below, in accordance with the conditions related thereto and as per Annexure A

I/We agree to be bound by those terms and conditions in:

the Standard Terms and Conditions for the Supply of Goods or Services to Transnet, the E4E and the E7/1 [all available on request]; and

any other standard or special conditions mentioned and/or embodied in this Request for Quotation.

I/We accept that unless Transnet should otherwise decide and so inform me/us, this Quotation [and, if any, its covering letter and any subsequent exchange of correspondence], together with Transnet's acceptance thereof shall constitute a binding contract between Transnet and me/us.

I/We further agree that if, after I/we have been notified of the acceptance of my/our Quotation, I/we fail to deliver the said service within the delivery lead-time quoted, Transnet may, without prejudice to any other legal remedy which it may have, cancel the order and recover from me/us any expenses incurred by Transnet in calling for Quotations afresh and/or having to accept any less favourable offer.

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**Price Schedule**

I/We quote as follows for the Service required, excluding VAT: See Annexure A for Specifications.

Item	Description	Rand	Cent
1	Asset 02AB231		
<b>Tender Amount:</b>			
<b>14% VAT:</b>			
<b>Total Tender Price:</b>			

**Total Tender Price in Words:**

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**Notes to Pricing:**

- a) All Prices must be quoted in South African Rand, exclusive of VAT
- b) 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.

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## SCOPE OF WORK

### 1. SCOPE OF REQUIREMENTS

Included in the price of the work must be the cost of all items in respect of the works as per specifications attached or embodied in this request for quotation, which shall include all material and labour necessary for the proper execution and completion of the work in every respect (except for such items that are expressly excluded as for distance to site which contractor will price for in the P&G of price total.) according to the true intent and meaning of the contract documents and drawings taken together.

### 2. TO BE SUPPLIED BY THE CONTRACTOR

Except where otherwise specified, the Contractor shall supply all labour, transport, plant, equipment, tools, services and material required for the carrying out and completion of the work included in this contract.

### 3. ELECTRICITY AND WATER

Water and electricity, where available, will be supplied free of charge by Transnet. A continuous supply of water and electricity can however not be guaranteed. The Contractor shall at his own cost arrange for connections and extensions (if necessary) to existing supplies and for the removal of these connections and extensions on completion of the contract.

### 4. COMPLETION TIME, PENALTIES, ETC

The contractor shall on the duration in day require completing the works, but this shall not be longer than **2 Months**.

The contractor shall be required to complete the work in this period, as stated. This period shall be inclusive of weekends, public holidays and statutory holiday periods.

Failing completion of the work within the period as stipulated above or with any shorter period offered by the contenders and accepted by Transnet, the contractor shall pay to **Transnet as penalty an amount of R500-00 per day for every day or part thereof during which the works remain incomplete.**

### 5. PROGRAM OF WORK (SERVICE PROGRAM)

Within 1 week of notification of acceptance of his tender, the Contractor shall submit to the Manager for his approval and acceptance 3 copies of a fully detailed program of work in the form of an acceptable bar chart. The first payment certificate will not be passed for payment until this program has been lodged with the Manager.

The conduct and order of the work shall be agreed with the Manager.

The Contractor shall notify the Manager in writing as soon as it becomes apparent that the progress of any aspect of the work will not conform to the program of work and shall resubmit, at no additional cost, revised programs which shall be subject to the approval of the Manager.

Any revision of program by the Contractor does not in any way whatsoever relieve the Contractor of his obligations to complete the work for each month as specified or justify any revision of the tendered amount.

### 6. RETENTION

Further in order to protect Transnet in case of any defective work, Transnet reserves the right to retain up to ten (10%) percent of the value of the contract, for a period of (6) six months, (the maintenance period) or such further period beyond the maintenance period if defects have not yet been made good to the satisfaction of the Project Manager.

### 7. LABOUR

The sole responsibility for the work as specified in the particular specification shall rest entirely with the Contractor, who shall be required to undertake rectification of any defects, which become apparent within the period as defined above. The Contractor shall make good to the satisfaction of Transnet any defects which may arise during inspection.

**8. PAYMENT**

When making a claim for payment, the Contractor shall submit an informal claim for the consideration of the Manager. Only upon agreement being reached on the amount to be included in the payment certificate, will the Contractor be required to submit a complete and correct VAT invoice.

**9. SAFETY ON WORK SITE (ACT NUMBER 85 OF 1993)  
ENVIRONMENT CONSERVATION ACT. (ACT No.73 OF 1989)**

For the purposes of the Occupational Health and Safety Act, (Act Number 85 of 1993) and the Environment Conservation Act, (Act No.73 of 1989) the site is transferred, for the duration of the contract, to the control of the Contractor as if it is his property. As employer, he is in every respect responsible for the compliance with the provisions of these Acts, as well as the application of General Administrative Regulation 13 to the employees of Transnet who visit the site.

Personal protective equipment must be used at all times.

A safety plan must be submitted once the contract has been awarded.

**10. ACCESS TO THE SITE**

The areas are restricted and the contractor must ensure he complies with the regulations of Transnet Freight Rail in every way. The Contractor and/or any sub-contractors shall be required to apply for permission to enter the restricted area in writing

**11. DAMAGE TO PROPERTY AND/OR SERVICES**

The contractor shall take adequate precaution against damage to existing assets and injury to persons during the course of the contract. The successful bidder will be responsible for the repairs and/or the costs incurred in such repairs to any damages caused to Transnet's property by the successful bidder's staff while carrying out the required work

**12. SUPERVISION**

The Manager will provide overall superintendence of the work and may direct the Contractor in terms of the provisions of the contract.

Transnet will notify the successful contractor, in writing, of the name of the Maintenance Supervisor/s who will supervise and take charge of the contract. The Contractor must at all times, only take instructions from the appointed Maintenance Supervisor/s and (Manager) and nobody else.

The Contractor must be in possession of or have access to a cellular phone and a facsimile machine.

**13. WORKING OUTSIDE NORMAL WORKING HOURS:**

Normal working hours are between 07:30 and 16:00 Mondays to Fridays. No work will be allowed on weekends or public holidays. If it is required to work outside the stated normal working hours the Contractor must obtain written permission at least 96 hours before such work needs to be undertaken. Transnet Freight Rail will not unreasonably withhold permission; however the Contractor may have to pay for Transnet Freight Rail's supervisory personnel.

**14. MATERIALS**

Only materials of the best quality (SANS/SABS approved) are to be used in the execution of the contract and the work is to be performed in a proper workmanlike manner to the full satisfaction of Transnet

**15. HOUSING OF EMPLOYEES**

Accommodation of the Contractor's employees on site will not be permitted and the Contractor shall make his own arrangements

**16. TOILET FACILITIES**

Use of existing toilet facilities will be permitted.

**17. ESCALATION OF COST**

This contract will not be subject to cost escalation.

**18. WAGE REGULATING MEASURES**

The Contractor shall acquaint himself with any relevant wage regulating measure and/or statutory enactment which may be in force or may be contemplated, and which will affect conditions of employment during the progress of the contract, and he shall give effect to the provisions of such wage regulating measure and/or statutory enactment as they come into force.

**19. SUB-LETTING OF THE CONTRACT**

The successful contractor shall not be permitted to sublet the contract. Only persons directly employed by the contractor shall carry out the work.

**20. GENERAL INFORMATION**

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

The service provider(s) must provide the identified information requested and comply with the requirements stated in the RFQ.

All activities between Contractors and Transnet personnel will be coordinated through the Manager in charge.

For more information contact Mr. S.P. Broderick at telephone (053) 838-3317

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# CONTRACTORS "HEALTH & SAFETY FILE" CHECKLIST

TRANSNET



**To be completed  
for each contract**

**Contractor's Name:**

**Contract Number: Annex. A**

## CONTENTS OF THE HEALTH & SAFETY FILE

**The safety file shall at least contain "but not limited to" the following documentation/copies  
On Site.**

	YES	NO
1. Notice of <b>construction work</b> given to Dept. of Labour according to Act 85(where applicable).		
2. <b>Letter of good standing</b> – Compensation Commissioner.(Not older than 6 months and valid for duration of project)		
3. <b>Section 37(2) agreements</b> . (Written defined responsibilities by mandataries)		
4. <b>Safety File present with Safety plan</b> "which shall contain": (File to be signed by PM and Client)		
<ul style="list-style-type: none"> <li>• <b>Appointments letters</b> i.e. copies. <input type="checkbox"/> (tick if completed and present) ( CEO, Person responsible for safety on site, SHE Reps, First Aiders, Machine Operators, Sub-contractors etc.)</li> <li>• <b>Risk Assessment</b> done <input type="checkbox"/> (tick if completed and present)</li> <li>• <b>Applicable Written Safe Work Procedures</b> <input type="checkbox"/> (tick if completed and present)</li> <li>• <b>Job Observations (J O's)</b>. <input type="checkbox"/> (tick if completed and present)</li> <li>• <b>Fall protection plan</b> <input type="checkbox"/> (tick if completed and present)</li> </ul>		
5. Your Health and Safety structure on site.		
<ul style="list-style-type: none"> <li>• <b>Organigram</b> also depicting sub-contractors on site (In the event of large contracts).</li> </ul>		
6. Emergency equipment and procedures e.g. <b>First Aid box, Fire Extinguishers, Telephone no.</b>		
7. Competency certificates "i.e. copies".		
<ul style="list-style-type: none"> <li>• "Competent persons" as required by the <b>Regulations (Construction Regs.)</b></li> <li>• <b>Machine operators</b> (Large &amp; Small plant).</li> <li>• <b>Lifting Equipment operators/ Scaffolding etc.</b></li> </ul>		
8. Health and Safety <b>Induction</b> records, <b>Site specific and induction</b> done with a representative of Department/Client. (Client to highlight additional safety risk e.g. Running trains, overheads, ablutions etc.)		
9. Copies of medical surveillance records.		
<ul style="list-style-type: none"> <li>• <b>Fitness certificates</b> e.g. working at heights.</li> </ul>		
10. Plant and Equipment (Includes all electrical equipment) on checklist and inspected (RMD's).		
11. Test certificates (e.g. Gases, Vapours etc. in confined spaces).		
12. Minutes of safety meetings held on site available.		
13. Daily Safety talks by Contractor, including attendance register (Morning Green Areas held etc.)		
14. Copies of hazardous waste removal and disposal certificates to be received before payment.		
15. Copies of audit reports. (Contractor's & Transnet)		
16. Copies of site inspections. (Initial, daily and final site inspection before payment)		
17. Incident investigation records available on file. (Copies of WCL 2 and CMB 274 investigation)		
18. Permits / occupation certificates		
19. Notices served by Dept. of Labour.		

\* **If the response to any of the above questions was negative, what actions were taken to rectify it?**

Project Manager, T/O of Contract

Site Supervisor

## Section 3

## Transnet Supplier Declaration/Application

The Financial Director or Company Secretary

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

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

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

**IMPORTANT NOTES:**

- a) **If your annual turnover is less than R5 million**, then in terms of the DTI codes, you are classified as an Exempted Micro Enterprise (EME). If your company is classified as an EME, please include in your submission, a signed letter from your Auditor / Accountant confirming your company's most recent annual turnover is less than R5 million and percentage of black ownership and black female ownership in the company AND/OR BBBEE certificate and detailed scorecard from an accredited rating agency (e.g. permanent SANAS Member), should you feel you will be able to attain a better BBBEE score.
- b) **If your annual turnover is between R5 million and R35million**, then in terms of the DTI codes, you are classified as a Qualifying Small Enterprise (QSE) and you claim a specific BBBEE level based on any 4 of the 7 elements of the BBBEE score-card, please include your BEE certificate in your submission as confirmation of your status.  
NB: BBBEE certificate and detailed scorecard should be obtained from an accredited rating agency (e.g. permanent SANAS Member).
- c) **If your annual turnover is in excess of R35million**, then in terms of the DTI codes, you are classified as a Large Enterprise and you claim a specific BEE level based on all seven elements of the BBBEE generic score-card. Please include your BEE certificate in your submission as confirmation of your status.  
NB: BBBEE certificate and detailed scorecard should be obtained from an accredited rating agency (permanent SANAS Member).
- d) **To avoid PAYE tax being automatically deducted from any invoices received from you**, you must also contact the Transnet person who lodged this request on your behalf, so as to be correctly classified in terms of Tax legislation.
- e) Unfortunately, **No payments can be made to a vendor** until the vendor has been registered, and no vendor can be registered until the vendor application form, together with its supporting documentation, has been received and processed.
- f) **Please return the completed Supplier Declaration Form (SDF) together with the required supporting documents mentioned above to the Transnet Official who is intending to procure your company's services/products in order that he/she should complete and Internal Transnet Departmental Questionnaire before referring the matter to the appropriate Transnet Vendor Master Office.**

Regards,

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

14

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

## Supplier Declaration Form

Company Trading Name							
Company Registered Name							
Company Registration Number Or ID Number If A Sole Proprietor							
Form of entity	CC	Trust	Pty Ltd	Limited	Partnership	Sole Proprietor	
VAT number (if registered)							
Company Telephone Number							
Company Fax Number							
Company E-Mail Address							
Company Website Address							
Bank Name				Bank Account Number			
Postal Address						Code	
Physical Address						Code	
Contact Person							
Designation							
Telephone							
Email							
Annual Turnover Range (Last Financial Year)	< R5 Million	R5-35 million	> R35 million				
Does Your Company Provide	Products	Services	Both				
Area Of Delivery	National	Provincial	Local				
Is Your Company A Public Or Private Entity		Public	Private				
Does Your Company Have A Tax Directive Or IRP30 Certificate		Yes	No				
Main Product Or Service Supplied (E.G.: Stationery/Consulting)							
<b>BEE Ownership Details</b>							
% Black Ownership	% Black women ownership	% Disabled person/s ownership					
Does your company have a BEE certificate		Yes	No				
What is your broad based BEE status (Level 1 to 9 / Unknown)							
How many personnel does the firm employ		Permanent	Part time				
Transnet Contact Person							
Contact number							
Transnet operating division							
<b>Duly Authorised To Sign For And On Behalf Of Firm / Organisation</b>							
Name				Designation			
Signature				Date			
<b>Stamp And Signature Of Commissioner Of Oath</b>							
Name				Date			
Signature				Telephone No.			

**ANNEXURE B**  
**TENDER PRICE LIST PER ITEM**

ASSET DESCRIPTION: SECURITY OFFICE

CITY / TOWN: BEACONSFIELD

TENDER NO:

ASSET NO: 02AB231

WORK DESCRIPTION: MAINTENANCE OF DISABLED FACILITIES TO ASSET 02AB231  
BEACONSFIELD

**TENDER PRICE LIST TO INTERIOR AND EXTERIOR WORK TO BUILDINGS**

Measurements and or quantities do not include off cuts or waste all measurements of material is measure as nett fixed. Contractor to add his own % for off cuts and waste.

The contractor is responsible to check all the measurements and quantities before ordering any material. The measurement and quantities are only a guide for tender purposes.

Value Added Tax (VAT) shall be excluded in the schedule of rates and prices.

To be supplied by the Contractor: The Contractor shall provide all labour, material, transport, consumable stores, plant, equipment, tools, services, materials and ingredients of every description required for the carrying out and completion of the WORK as per the attached work list and specification and as may be ordered by the Project Manager.

GENERAL: The Building will be occupied during renovations, The Project manager, contractor and manager of the TFR staff using the building will discuss and agree on site the maintenance plan for the building. The necessary move of furniture in the same room if necessary is included in all the items. All normal cleaning, preparations include sanding, stopping and washing of items to be painted as specified by the paint manufacturer is included in all the paint items. Where abnormal cleaning is required it will be specified as an additional item. All scaffolding and use of ladders up to 4.50m high interior and exterior if and as necessary is part of all the items. All work shall be done according to the attached specifications and shall comply with the National building regulations. Unless otherwise specified all materials must comply with SANS specifications.

Where no applicable SANS Specification exists the materials must be approved by the Transnet Freight Rail project manager.

All material shall be fitted, install or applied as specified by the manufacture.

The contractor shall be liable for any damages caused by his or her staff to any Transnet Freight Rail property or equipment.

SAFETY: The contractor shall comply with the Occupational Health Safety Act, 1993 (Act 85 of 1993).

Page 1 of 3

SUB TOTAL PAGE 1

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TENDER NO:

ASSET NO: 02AB231

ITEM NO	FAULT DISCRPTION	ITEM TOTAL	MEASURE UNIT	UNIT RATE	ITEM AMOUNT
<b>CUPBOARDS / TABLE</b>					
452	Build in 4.00m wood kitchen floor cupboards unite as per attached sketch and specifications	4	JOB		
455	Build in 2 x 3m wood cupboards ceiling height as per attached sketch and specifications	2	JOB		
<b>ROOF</b>					

Respondent's signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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TENDER NO:

ASSET NO: 02AB231

ITEM NO	FAULT DISCRIPTION	ITEM TOTAL	MEASURE UNIT	UNIT RATE	ITEM AMOUNT
595	Erect lean to steel structure carports complete as per attached drawings and specification. Concrete foundations for posts and painting of structure include. <b>EXTERIOR</b>	48	M^2		
735	Supply and install Luxalon 84R sun louvre cladding to stoep complete as per attached manufacturers specifications <b>CONCRETE SLABS/PAVING</b>	48	M^2		
860	Lay paving interlocking 25mpa paving bricks, item include remove plants/grass, filling, levelling of ground, compaction of soil, bedding sand and restraining edges.	48	M^2		

"PREVIEW COPY ONLY"

Respondent's signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

TENDER NO:

ASSET NO: 02AB231

ITEM NO	FAULT DISCRPTION	ITEM TOTAL	MEASURE UNIT	UNIT RATE	ITEM AMOUNT
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TOTAL PAGE 1 TO PAGE 3 R

**PRELIMINARY AND GENERAL**

P and G shall include all cost not directly relate to a specific item on the schedule of prices and rates. All items not specifically mentioned in the Schedule of Rates and prices and form part of contractor's requirements such as cost of stationery, as well as establishment of workers on site and removal of site establishment, it will also include the handing over of the site to the contractor and the handing back of the site after completion of work .

P + G

R

**RISK AND SAFETY**

Cost for the risk and saftey must include the risk assessment. The risk assesment is a full identification of the risks before the work starts and the necessary equipment, appropriate precautions and systems of work that must be provided and implemented.

RISK AND SAFETY R

Cost for risk and safety include complete compliance with the current Occupational Health Safety Act.

Included in risk and safety. The standardised Transnet Freight Rail induction shall be given to all staff of all contractors at the start of each project and the contractors shall send all his staff that will work on the Transnet Freight Rail site to the induction on the date as agreed on between TFR Project manager and the contractor.

TOTAL PRICE CIVIL WORK EXLUDE VAT R

**The total price for Civil work, excluding VAT, must be carried over as one total amount to the Service Fees and Cost Form, Section 6 of the RFQ. The amount must also be written in words on the Service Fees and Cost Form.**

Respondent's signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**INTERIOR WORK LIST ROOM 1 TO 5****ASSET NO 02AB231****SECURITY OFFICE****BEACONSFIELD****TENDER NO:**

No	INTERIOR WORK	UNIT	R1	R2	R3	R4	R5	TOTAL
<b>CUPBOARDS / TABLE</b>								
452	Build in 4.00m wood kitchen floor cupboards unite as per attached sketch and specifications	JOB	4	0	0	0	0	4
455	Build in 2 x 3m wood cupboards ceiling height as per attached sketch and specifications	JOB	0	2	0	0	0	2

"PREVIEW COPY ONLY"

**EXTERIOR WORK LIST**

**ASSET NO 02AB231**

**SECURITY OFFICE**

**BEACONSFIELD**

No	EXTERIOR WORK ITEM	UNIT	FRONT	LEFT	BACK	RIGHT	TOTAL
<b>ROOF</b>							
595	Erect lean to steel structure carports complete as per attached drawings and specification. Concrete foundations for posts and painting of structure include.	M^2	0	0	48	0	48
<b>EXTERIOR</b>							
735	Supply and install Luxalon 84R sun louvre cladding to stoep complete as per attached manufacturers specifications	M^2	48	0	0	0	48
<b>CONCRETE SLABS/PAVING</b>							
860	Lay paving interlocking 25mpa paving bricks, item include remove plants/grass, filling, levelling of ground, compaction of soil, bedding sand and restraining edges.	M^2	0	0	0	48	48

"PREVIEW COPY ONLY"

## ANNEXURE A

**ASSET DESCRIPTION: SECURITY OFFICE**

**ASSET LOCATION: LOCO AREA**

**CITY / TOWN: BEACONSFIELD**

**WORK DESCRIPTION: MAINTENANCE OF DISABLED FACILITIES TO ASSET 02AB231 BEA**

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**TENDER NO:**

**ASSET NO: 02AB231**

**ITEM NO. SPECIFICATIONS PER ITEM.**

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### CUPBOARDS / TABLE

- 452 Work description: Manufacture build in kitchen cupboards floor unite as per sketch and specifications.  
Supply and fit purpose made Supa Wood cabinet on solid oak frame and double side oak finer finish to complete cupboard.  
Cupboard shall be manufactured from supa wood Oak bouble side throughout , with high impact edging. Cupboard to have 8 doors, 4 locks, 2 shelve and a water-resistant base plinth. Cupboard to have Masonite back. Door edges to be neatly. Each door to be fitted with 2 each spring hinges, 2 brass barrel bolts and standard type handles. Top to be oak post form with bull nose on front side. All joints to be jointed with dowels or biscuit and glued with adhesive for melamine or method approved by project manager. Chipped or damaged cupboards will not be approved. Cup board to be fix to wall.
- 455 Work description: Manufacture build in cupboards as per sketch and specifications.  
Supply and fit purpose made Supa Wood cabinet on solid oak frame and double side oak finer finish to complete copboard.  
Cupboard shall be manufactured from supa wood Oak bouble side throughout , with high impact edging. Cupboard to have 12 doors, 6 locks, 6 shelve and a water-resistant base plinth. Cupboard to have Masonite back. Door edges to be neatly. Each door to be fitted with 2 each spring hinges, 2 brass barrel bolts and standard type handles. All joints to be jointed with dowels or biscuit and glued with adhesive for melamine or method approved by project manager. Chipped or damaged cupboards will not be approved. Cup board to be fix to wall.

### ROOF

- 595 Work description: Erect lean to steel structure carports complete as per attached drawings and specification.  
The contractor shall ensure that all materials used on site for cladding, etc are transported, handled and stored in accordance with the manufacturer's recommendations. Material damaged shall be rejected and replaced with undamaged material at the contractor's expense. Repair of damaged material will not generally be permitted. Rates are to include for preventing damage and protecting sheets through all stages of construction. Concrete foundations for posts and painting of structure include)

### EXTERIOR

**Respondent's signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

TENDER NO:

ASSET NO: 02AB231

ITEM NO. SPECIFICATIONS PER ITEM.

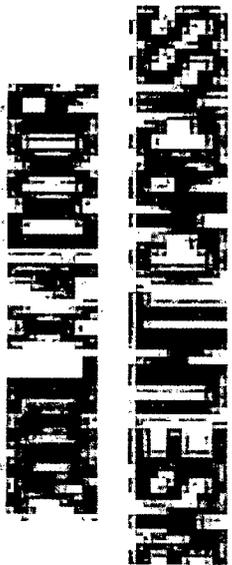
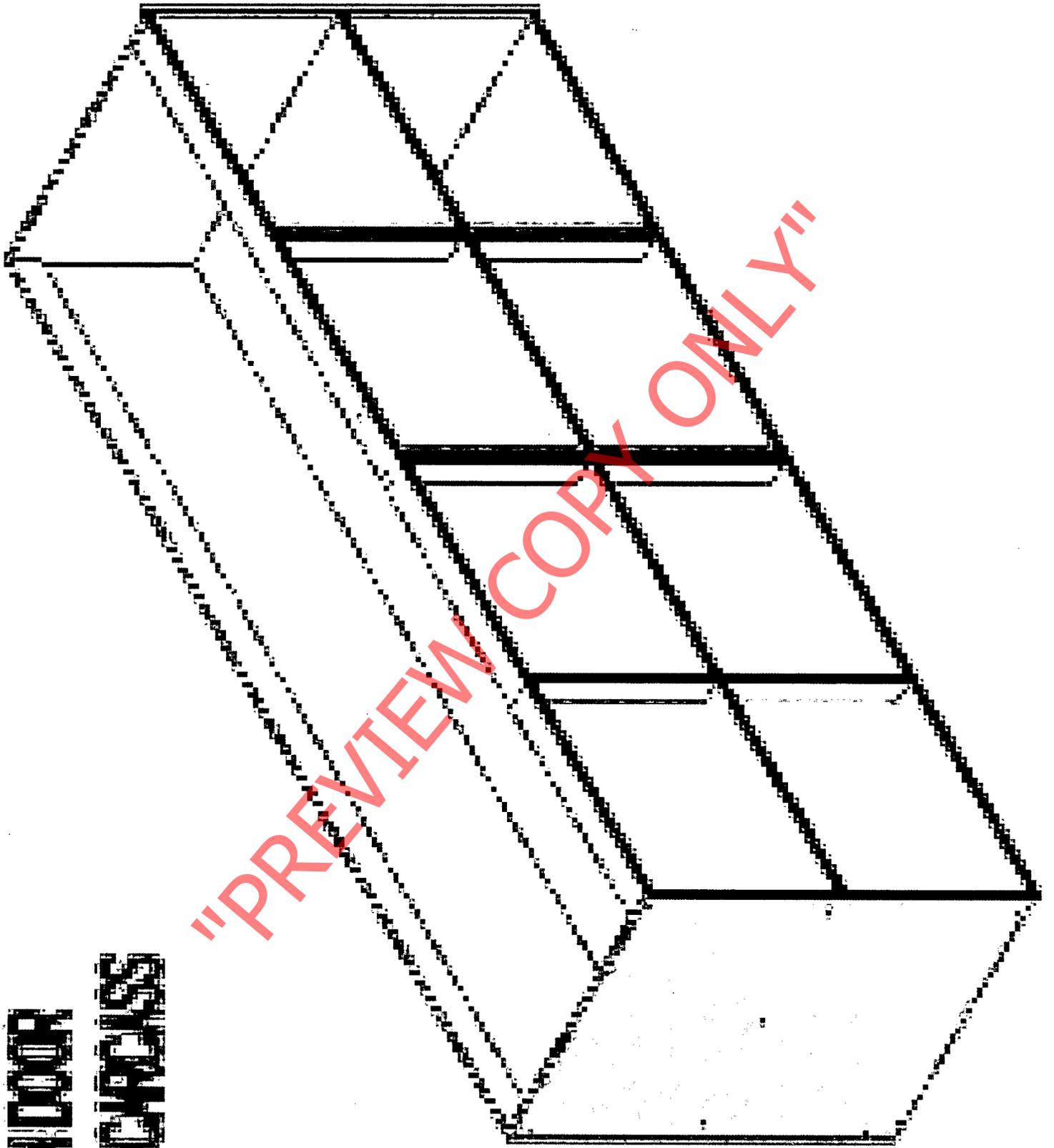
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- 735 Work description: Supply and install Luxalon 84R sun louver to Stoep complete. Panels made of 0.6mm thick aluminium alloy, 84mm wide x 15mm deep. Colour to match existing Stringers made of HD COLOR -COTE 0.9mm thick aluminium with cut-out. Panel support structure made of extruded aluminium alloy with extruded aluminium panel fixing brackets mechanically fixed to support members by approved screws or rivets. Supply and fix according to the fixing instructions of Hunter Douglas Architectural Products a division of Hunter Douglas Limited. Cutting in against wall area shall be straight and neat. See thatch specification.

**CONCRETE SLABS/PAVING**

- 860 Work description: Lay Interlocking paving bricks. Item include levelling of ground. PAVING BRICKS: A Class 25 MPA Grey interlocking Concrete Pavers is to be used. Thickness to be 60mm. Bricks to have a chamfer on all edges. RESTRAINING EDGES. These are to be rectangular pavers and laid on a 50mm mortar bed ( 6sand, 1 cement) at right angles to the paving. BEDDING SAND: Sand for bedding shall be free from solids and substances that may be deleterious to blocks. JOINTING SAND: Sand shall be free of any solids and fine enough to penetrate joints. PLANT: A Mechanical Plate Vibrator is to be used to bed the blocks and vibrate the jointing sand into the joints. GENERAL: Bricks are to be laid in accordance with the Paving Bricks manual as supplied by The Concrete Masonry Association. Correctly graded sand to be used for bedding and jointing. Bricks are to be lightly compacted before jointing sand is applied. Excess jointing sand to be swept away and removed. Any area showing signs of "sagging" or "kicking" will be re-laid. No "ponding" will be allowed. All manhole tops are to be relocated so as to be level with the block surface. Pavers used are to be free of any defects, cracks or breakages. Paving to be provided with a 50mm cross fall taken from centre line of road to edge. The contractor will be responsible to remove all rubble and excess material from site. Site to be left clean and tidy.

Respondent's signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



# LUXALON®

LUXALON® Sun Louvres are specifically designed to provide buildings, and their occupants, with effective, long-term protection against direct solar radiation. By intercepting sunlight, before it strikes window glass, Sun Louvres dramatically reduce heat gain within a room and, at the same time, they eliminate annoying glare. Both benefits add considerably to the comfort and productivity of people using the building, especially during summer months.

The effect of solar radiation upon air-conditioned buildings will create a heavy demand upon the cooling system in order to cope with the build-up of long-wave radiant heat. By preventing an increase in temperature caused by direct sunlight, LUXALON Sun Louvres not only reduce energy costs but may also allow smaller, economic, capacity cooling units to be used.

Unlike curtains and other internal tinted window products which reduce the light entering a building and may necessitate the use of the internal illumination, LUXALON Sun Louvres reflect an evenly diffused level of light.

The open construction of LUXALON Sun Louvres adds further to their effectiveness by allowing a natural air flow around the building.

This ventilation feature makes Sun Louvres ideal for open facade projects, such as multi-storey car parks.

All roll formed panels, stringers and brackets are made of aluminium, combining high strength with corrosion resistance, and finished in HD COLOR-COTE® Polyester. This finish resists ageing and maintains its original colour over time.

HD COLOR-COTE Polyester incorporates a high molecular weight polymer that gives effective resistance against ultra-violet light, heat, humidity and oxygen. A fine, smooth finish inhibits dirt retention and with about 25 gloss level, is virtually self-cleaning through the action of rain.

Technical assistance and customer support personnel are available to assist designers and installers to determine optimum arrangements of LUXALON Sun Louvres.

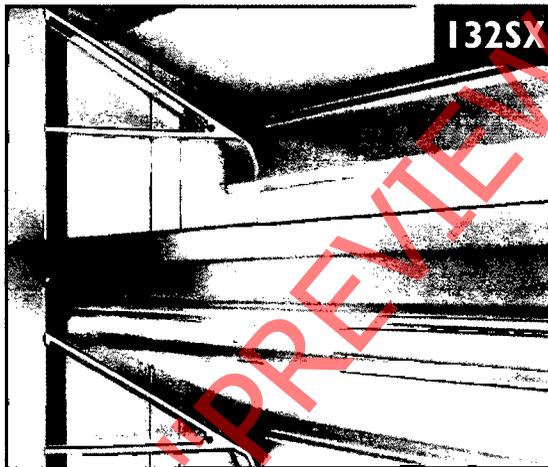
## Extruded Sun Louvres



### Short Form Specification - 84RX

.....m2 LUXALON® Aluminium Sun Louvres 84RX consisting of: Panels made of extruded aluminium alloy, 84mm wide, 15mm deep, colour ..... selected powdercoat or anodised finishes. Panel support structure made of extruded aluminium alloy with extruded

aluminium panel fixing brackets mechanically fixed to the support members by approved screws or rivets. Supply and fix according to the fixing instructions of Hunter Douglas Architectural Products, a division of Hunter Douglas Limited.

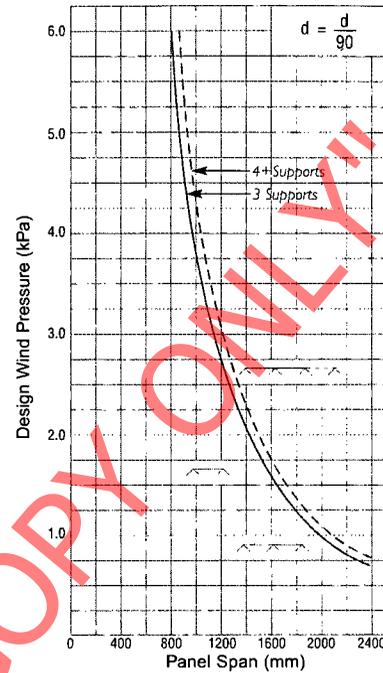


### Short Form Specification - 132SX

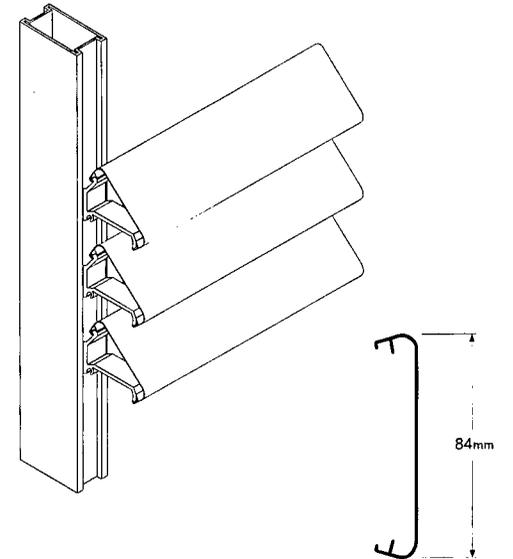
.....m2 LUXALON® Aluminium Sun Louvres 132SX consisting of: Panels made of extruded aluminium alloy, 101mm wide, 132mm deep, colour ..... selected powdercoat or anodised finishes. Panel support structure made of extruded aluminium alloy with extruded

aluminium panel fixing brackets mechanically fixed to the support members by approved screws or rivets. Supply and fix according to the fixing instructions of Hunter Douglas Architectural Products, a division of Hunter Douglas Limited.

### Type 84R Extruded Sun Louvre Panel

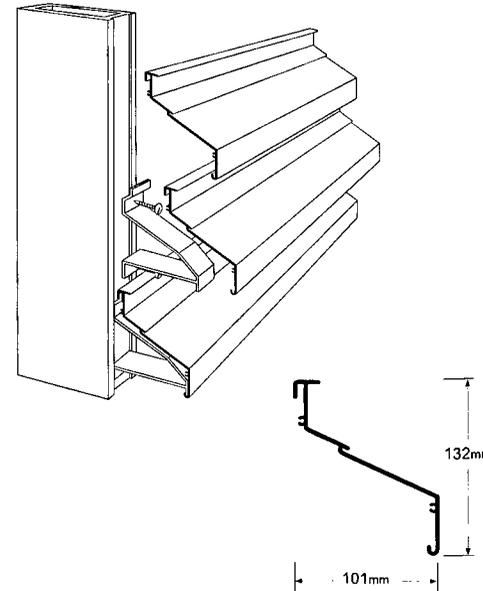
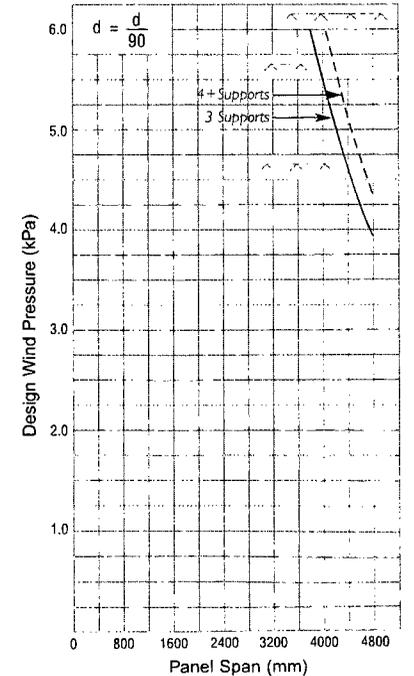


## Span Charts



Note: Span Charts are based on Limit State Design

### Type 132SX Extruded Sun Louvre Panel



"PREVIEW COPY ONLY"

LEAN TO ROOF WITH  
PAVING

EXISTING BUILDING

STOEP

NEW 24X24 ON 84RX  
TO FRONT OF STOEP

NOT TO SCALE