

TRANSNET



freight rail

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

**REQUEST FOR
QUOTATION**

KBY/52523

KBC_11825

"PREVIEW COPY ONLY"

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/52523

**FOR THE PROVISION OF A CARETAKER TO PERFORM CLEANING SERVICES
AT LOOP 18 (OLIFANTSHOEK AREA) FOR A PERIOD OF 24 MONTHS.**

FOR DELIVERY TO: THE REAL ESTATE MANAGER KIMBERLEY

ISSUE DATE: 19 SEPTEMBER 2013

CLOSING DATE: 15 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 (PPPPFA), 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 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 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

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.

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	
- 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	

Respondent's Signature

6

Date & Company Stamp

Returnable Documents	Submitted [Yes or No]
<ul style="list-style-type: none"> - Valid B-BBEE certificate from auditor, accounting officer or SANAS accredited Verification Agency [RSA EMEs] <p>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</p>	
<ul style="list-style-type: none"> - 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"> • Original cancelled cheque or bank verification of banking details • Certified copies of IDs of shareholder/directors/members [as applicable] • Certified copy of Certificate of Incorporation [CM29/CM9 name change] • Certified copy of share certificates [CK1/CK2 if C.C.] • Entity's letterhead • Certified copy of VAT Registration Certificate [RSA entities only] • Certified copy of valid Company Registration Certificate [if applicable] • Original valid Tax Clearance Certificate [Consortia / Joint Ventures / Sub-contractors must submit a separate Tax Clearance Certificate for each party] 	
Valid Letter of Good Standing	
Annexure A – Project Specifications	

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.

Price Schedule

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

DESCRIPTION	QTY	UNIT	RATE P/M	PRICE
Cleaning at Loop 18	24	Month		
Tender Price: R				
14% VAT: R				
Total Tender Price: R				

Total Tender Price in Words:

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.

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.**

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)							
BEE Ownership Details							
% 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							
Duly Authorised To Sign For And On Behalf Of Firm / Organisation							
Name				Designation			
Signature				Date			
Stamp And Signature Of Commissioner Of Oath							
Name				Date			
Signature				Telephone No.			

ANNEXURE A

Specification

This specification covers the supply of one Contract Caretaker at Loop 18 to clean the following buildings: Main Hostel asset no: 02BA255S, Supervisor's Hostel asset no: 02BA256S and the Female Facility asset no: 02BN006S. The work shall be done during working hours from 07:30 to 16:00 from Mondays to Fridays (excluding public holidays).

MAIN RESPONSABILITIES

- a) Deliver excellent customer service, at all times
- b) Keeping the reception area clean and tidy, at all times
- c) Deal with all enquiries in a professional and courteous manner on the telephone or in person
- d) Administer all reservations, cancellations and no-shows, in line with company policy. Keep record of residents in register book.
- e) Maintain and communicate rules and standards to guests
- f) Fulfill all reasonable requests from guests to ensure their comfort, satisfaction and safety
- g) Conduct regular security checks, guard against vandalism and theft throughout the day and report any security issues to line manager
- h) Report any maintenance issues immediately to line manager, including all furniture, fittings and equipment
- i) Provide reports, as required, by management
- j) Be responsible for evacuation, in cases of emergency, acting as first point of contact for guests and the emergency services
- k) Always adhere to all company policies and procedures.
- l) Carry out instructions given by the management team and head office

CLEANING OF VARIOUS BUILDINGS

1. ROOMS, DINING ROOMS, FOYERS, PASSAGES, LIVING AREAS ETC.

- a) **Refuse, Waste paper bins and Ashtrays** – empty, clean and wipe twice daily.
- b) **Vinyl tile/sheet floors** – sweep daily, mop and polish weekly.
- c) **Other floors** – sweep daily and mop weekly.
- d) **Carpets** – vacuum weekly.
- e) **Fans and paintings** – wipe with damp cloth twice a month.
- f) **Windowsills, skirting-boards and heaters** – wipe with a damp cloth weekly.
- g) **Windows (both sides)** – clean once a month
- h) **Doors** – clean and wipe weekly.
- i) **Furniture** - dust daily and polish weekly.
- j) **Water bottles** – replenish with fresh water when necessary.
- k) **Paper towels** – supply and fill when necessary.
- l) **Pot plants** – to be watered weekly.
- m) **Wall tiles** – wipe twice a week with antiseptic detergent.
- n) **Wash hand basin and taps** – wipe daily with antiseptic detergent.
- o) **Doors (Glass)** – clean daily.
- p) **Lockers/Cupboards (Steel)** – dust/wipe daily.

2. KITCHENS

Refuse bin – empty, clean and wipe twice daily with antiseptic detergent.

Vinyl tile/sheet floors – sweep daily, mop and polish weekly.

Other floors – sweep daily and mop weekly.

Wall tiles – wipe/wash twice a week with antiseptic detergent.

Windowsills, skirting-boards – wipe with a damp cloth weekly.

Windows (both sides) – clean once a month.

Doors – clean and wipe weekly.

Kitchen sink and taps – clean daily.

Kitchen cupboards – clean surfaces daily and inside monthly.

Paper towels – supply and fill when necessary.

Kitchen tables – clean daily.

Stove - Clean daily

Cutlery - wash on a daily basis as required. (Two kitchens)

3. TOILETS, SHOWERS / BATHROOMS

Refuse bin – empty, clean and wipe daily with antiseptic detergent.

Vinyl floors – mop daily with antiseptic detergent and polish weekly.

Other floors – mop daily with antiseptic detergent.

Wall tiles – wipe (wash) twice a week with antiseptic detergent.

Windowsills, skirting-boards – wipe with a damp cloth weekly.

Windows (both sides) – clean once a month.

Seat and pan – wipe or scrub daily with antiseptic detergent.

Urinals – scrub with special chemicals daily.

Shower floors – scrub with special chemicals daily.

Hand basins and taps – wipe daily with antiseptic detergent.

Chrome pipes – clean and wipe daily.

Mirrors – wipe and clean daily.

Doors – clean and wipe weekly.

Paper towels – supply and fill when necessary.

Toilet paper – supply and fill when necessary

Liquid soap dispenser (where fitted) – supply and fill daily.

Pee mats – supply monthly

Hand soap – supply and fill daily.

4. WATER SUPPLY

- a) Pump water from bore hole
- b) The contractor/caretaker must have knowledge in operating the Reverse Osmosis plant, and be able to control the UF cleaning of the product water to the final filtration the product water as well as the cleaning of the membranes of the RO and the control of the dosing pumps

5. CLEANING AGENTS AND CONSUMABLES

- a) TFR Property will supply all cleaning material and equipment
- b) Maintain stock register (cleaning material)
 - a. Replenish consumables timiously
- c) Insure the safe keep of stock
- d) Manage effective use of cleaning material

6. SANITATION

Manage sewer works – (Check Septic tanks).

7. GARDEN, YARD, BETWEEN AND AROUND BUILDINGS

- a) Garden, yard - pick up garbage and maintain to an acceptable standard.
- b) Weeding and removal of all dead and unwanted plants must be done weekly.
- c) Prune trees and shrubs as required.
- d) Hoeing of established flowerbeds.
- e) Repairing flowerbed walls and fill holes in yard.
- f) Weed 3m around loose standing buildings.
- g) Sweeping and cleaning of pathways after work has been done including the cleaning of grounds and filling of holes.
- h) Orderly arrangement of loose articles in yard.
- i) Protective clothing and equipment to be worn when working with dangerous equipment such as lawnmowers and edge cutters. Contractor's responsibility. Safe working procedures to be provided with the tender document.
- j) The Contractor will be responsible for supervision of his/her employees.
- k) Watering of garden to be done by Contractor.

NB | | Place garbage in black bags at garbage dump for removal from site to Municipal refuse site by the Contractor.

8 PEST CONTROL:

Do regular pest control on all buildings

Inspect for cockroaches in the entire kitchen area, under sinks, refrigerator, stove, microwave oven, other cooking appliances, bathroom cabinets, draws, basement and sub-floor crawlspace (if any) for likely high activity and harborage areas.

Silverfish habit underused areas, such as storage rooms, wall cavities, and bookcases but may roam widely throughout a building. Silverfish prefer to live in dark quiet places and are most active during the still of night.

Ants may travel large distances in search of food. Even the cleanest of buildings can provide a ready food source for ants which once found can invade in large numbers, such that professional help is required.

Rats and mice live in drains, under concrete, in sub-floors and in garbage refuse areas, kitchens, roof voids and other areas where a potential food and moisture source is available. Rodent pests thrive where food and water is readily available. All food stuffs should be kept in sealed containers or rooms. Garbage and refuse should be similarly stored. Water and food bowls for the pets or otherwise should not be left out at night as this will encourage a rodent infestation in the building.

GENERAL:

Report all defects to REM service desk (Fax no: 053 8383319 or Tel no: 053 8383314 Me Gerda Viljoen)

Report irregularities to the Project Manager

Insure the safe keeping of assets

The contract caretaker will be staying on site in the company house provided by Transnet Freight Rail Real Estate Management.

A relief Caretaker must be provided when the caretaker takes leave or goes home on off weekdays.

Caretaker will supply own food and transport.

Training will be provided by the Project Manager (Henk De Beer)