



**Transnet freight rail**, a division of

**TRANSNET SOC LTD**

Registration Number 1990/000900/30

[hereinafter referred to as **Transnet**]

**REQUEST FOR QUOTATION [RFQ] no. PTT 52531**

**FOR THE SUPPLY OF: CUT TROLLEY WHEEL TAPER + OIL GROOVES AS PER  
DRAWING ANNEXURE "D" ATTACHED TO THIS RFQ.**

**(For more information contact Mr. Peter Bewsher on 041 – 507 6231.)**

**FOR DELIVERY TO: Transnet freight rail, Technical Support, Phillip  
Robertson Drive, Deal Party, Port Elizabeth.**

**ISSUE DATE: 27 September 2013**

**CLOSING DATE: 10 October 2013**

**CLOSING TIME: 16:00**

**"PREVIEW COPY ONLY"**

**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:** [email or faxed]

**CLOSING VENUE:** Email address : [babalwa.myozolo@transnet.net](mailto:babalwa.myozolo@transnet.net)

**RIGHTFAX: 011 773 0845**

or

**LAND LINE FAX : 041 994 2024**

**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:

- In this RFQ, Transnet will apply the 80/20 preference point system prescribed in the PPPFA.
- Proposals will be evaluated on price which will be allocated 80 points and preference which will be allocated 20 points.
- The 80/20 preference point system applies where the acquisition of the Goods will be less than R1 000 000.00. However, if the 80/20 preference point system is stipulated in this RFQ and **all Bids** received exceed R1 000 000.00, the RFQ will be cancelled.

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** to the Respondent's final score based on an entity's B-BBEE scorecard rating. [Refer **Annexure A – B-BBEE Preference Points Claim Form** for further details].

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 19 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: Steven Olivier**
- Email: Steven.Olivier@transnet.net**
- c) Respondents may also, at any time **after the closing date** of the RFQ, communicate with the Secretariat of Acquisition Council (ASO) on any matter relating to its RFQ response:
- Telephone : 041 994 2042**
- Email : babalwa.myozolo@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 may 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, **but including delivery.**

**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 Respondent's Samples - [N/A]**

**14 Evaluation Criteria**

Transnet will utilize a 2 phase evaluation criteria in choosing a Supplier / Service Provider, if so required as follows:

**Phase 1: (Elimination Phase):**

Potential suppliers must comply with the following requirements to progress to phase 2:

1. Collection & Delivery cost included into price as per checklist P 11.
2. Prepared to pay penalties (as per checklist P 11) if wheels are damaged or not cut according to specification.
3. Inspection of premises / workshop allowed as per checklist P 11.
4. Compliance with regards to machinery & equipment as per checklist P 11.
5. References for previous work done. (**Annexure "C"** Minimum of 3 references - P 12 )
6. Administrative & Substantive responsiveness – completeness of response and returnable documents as per clause 19 of this tender.

**Phase 2: (Price & BBEE)**

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

**15 Validity Period**

Transnet desires a validity period of **90 [ninety] days** from the closing date of this RFQ.

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

**16 Banking Details**

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

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

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

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

**17 Company Registration**

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

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

<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.

**18 Disclosure of Prices Quoted**

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

YES  NO

**19 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 Returnable Documents by so indicating [Yes or No] in the table below:

- b) In addition to the requirements of paragraph a) above, Respondents are further requested to submit with their Proposals the following **additional documents** as detailed below.

Please confirm submission of these additional documents by so indicating [Yes or No] in the table below:

Returnable / Additional Documents	Submitted [Yes or No]
<b>SECTION 1 : Notice to Bidders</b>	
<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>	
<ul style="list-style-type: none"> <li>- In the case of Joint Ventures, a copy of the Joint Venture Agreement or written confirmation of the intention to enter into a Joint Venture Agreement</li> </ul>	
<b>SECTION 2 : Quotation Form</b>	
<b>SECTION 3 : Tax clearance certificate</b>	
<ul style="list-style-type: none"> <li>• Original valid Tax Clearance Certificate [Consortia / Joint Ventures / Sub-contractors must submit a separate Tax Clearance Certificate for each party]</li> </ul>	
<b>ANNEXURE A - BBBEE Preference point claim form</b>	
<b>ANNEXURE B – Checklist</b>	
<b>ANNEXURE C – References for previous work done (minimum 3)</b>	

## Section 2 QUOTATION FORM

I/We \_\_\_\_\_  
hereby offer to supply the goods/services at the prices quoted in the Price Schedule below, in accordance with the conditions related thereto.

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 [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 goods/service/s 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 goods required, on a "**delivered nominated destination**" basis, excluding VAT:

Item No	Description of Goods /Services	Unit of Measure	Quantity	Unit Price Excl. VAT (ZAR)	Total Price Excl. VAT (ZAR)
1.	<p><b>CUT TROLLEY WHEEL TAPER + OIL GROOVES AS PER DRAWING ANNEXURE "D" ATTACHED TO RFQ. THE ONE MALE AND TWO FEMALE GAUGES REQUIRED FOR USING AS CHECKING INSTRUMENTS FOR CORRECTNESS OF MACHINING THE WHEELS ARE IN POSSESSION OF TFR AND CAN BE LOANED FROM TFR ON REQUEST.</b></p> <p><b>FOR MORE INFORMATION CONTACT MR. PETER BEWSHER ON 041 507 6231.</b></p> <p><b>NOTE: A TFR official will inspect the wheels on receipt, before final sign off to ensure the correctness according to specifications.</b></p>	Each	60		

**Delivery Lead-Time from date of purchase order :** \_\_\_\_\_ **[days/weeks]**

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

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

**GUARANTEE / WARRANTY PERIOD - .....MONTHS / YEARS.**

**Notes to Pricing:**

- a)** All Prices must be quoted in South African Rand, **exclusive of VAT, but inclusive of delivery.**
- b)** Failure to **include delivery cost** will result in your RFQ to be overlooked.
- c)** To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being disqualified.
- d)** 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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**ANNEXURE “B”**

**CHECKLIST**

**Please confirm these specifications by so indicating [Yes or No] in the table below:**

	Description	YES	NO	Comments
1.	Penalty of R 25 000.00 per wheel will apply if damaged or not cut to specification.			
2.	Will allow Inspection of Premises / Workshop by TFR official if so required.			
3.	Compliance with the correct and necessary machinery / equipment to perform the work and ensure correctness of work to be performed according to drawings submitted with RFQ.			
4.	Price inclusive of collection & delivery to Port Elizabeth.			

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**ANNEXURE "C"****REFERENCES**

Please indicate below the company names and contact details of existing customers whom Transnet may contact to seek third party evaluations of your current service levels:

**Note: Minimum of 3 references.**

Name of Company	Contact Person	Telephone number
1.		
2.		
3.		
4.		
5.		

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

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