



REQUEST FOR QUOTATIONS

Transnet Freight Rail a Division of Transnet SOC Ltd. invites all interested parties to respond to a request for quotation (RFQ) as indicated below. All RFQ's should be submitted on the appropriate tender forms and should be deposited in the Tender Box before 12h00 on the closing date of the RFQ/s.

If delivered by hand, the RFQ submissions must be addressed to The Secretariat of the Transnet Freight Rail Acquisition Council (Tenderbox) , Admin Support, 2 nd Floor foyer, Fleming street, Port Elizabeth , 6000. If posted Transnet Freight Rail, Secretariat of the Acquisition Council, Admin Support Office, Po Box 13213, Humewood, Port Elizabeth , 6013

RFQ documents may be obtained **Free Of Charge** on and after 22 September 2014 at the Transnet Freight Rail , Admin Support, 2nd Floor, Room 206, Fleming street, Port Elizabeth **during office hours 08h30 – 12h30 and 13:30 - 15h30.**

RFQ documents may be viewed from the website by clicking on the RFQ number that is highlighted in red on the website: (<http://www.transnetfreightrail-tf.rail.net/Supplier/Pages/Tenders.aspx>)

RFQ NUMBER : PTH 53258

DESCRIPTION : RENOVATE AND PAINT INTERIOR OF OFFICES (INCLUDING ELECTRICAL) ON FIRST FLOOR TRANSTEL BUILDING (02WA001E) NORTH END, PORT ELIZABETH

A COMPULSORY INFORMATION MEETING AND SITE INSPECTION WILL BE HELD

DATE : 26 September 2014

TIME : 10:00

VENUE : AT BOARD ROOM, 1 ST FLOOR, TRANSTEL BUILDING, C/N BROAD AND PATTERSON ROAD NORTH END, PE. (FOR DIRECTIONS CONTACT JOHAN 083 281 0672)

CLOSING DATE : 7 October 2014.

For enquiries regarding the collection of the RFQ please contact:

NAME : R.Blom: Tel. : 041 – 507 2721 Email: Ronelle.blom@transnet.net

Alternatively if no response

P..Maldaka: Tel. : 041 – 507 2720 Email: Phumla.maldaka@transnet.net

Transnet Freight Rail urges Clients & Suppliers to report fraud/corruption at Transnet to TIPOFFS ANONYMOUS: 0800 003 056

Transnet freight rail, a division of

TRANSNET SOC LTD

Registration Number 1990/000900/30

[hereinafter referred to as **Transnet**]

REQUEST FOR QUOTATION [RFQ] No : PTH 53258

**FOR THE : RENOVATE AND PAINT INTERIOR OF OFFICES (INCLUDING ELECTRICAL)
ON FIRST FLOOR TRANSTEL BUILDING (02WAC01E), NORTH END, PORT ELIZABETH:**

ISSUE DATE : 19 September 2014

CLOSING DATE: 7 October 2014

CLOSING TIME: 12:00

COMPULSORY INFORMATION BRIEFING SESSION AND SITE MEETING:

Date: 26 September 2014

Time: 10:00

**Venue: AT BOARD ROOM, 1 ST FLOOR, TRANSTEL BUILDING, C/N BROAD AND
PATTERSON ROAD NORTH END, PE. (FOR DIRECTIONS CONTACT JOHAN 083 281
0672)**

**NB: IF MINUTES OF THE INFORMATION BRIEFING / SITE MEETING THAT WAS HELD IS
NOT RECEIVED BY BIDDERS WITHIN 48 WORKING HOURS, BY EMAIL OR FAX, THE
BIDDERS SHOULD SEND A REQUEST FOR MINUTES TO :**

dixie.diedericks@transnet.net

Contacts:

Up to the closing date : Dixie : dixie.diedericks@transnet.net Tel 041 507 2716

After closing date : Ronelle : ronelle.blom@transnet.net Tel 041 507 2721

RealEstate:

SCHEDULE OF DOCUMENTS

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"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: Post and/or courier

CLOSING VENUE: **Postal Address:**

Transnet Freight Rail
Secretariat of the Acquisition Council, Admin Support Office
P.O.Box 13213
Humewood
Port Elizabeth
6013

Physical Address:

Transnet Freight Rail
Secretariat of the Acquisition Council, Admin Support Office
FC Sturrock
2nd Floor Passage (Tenderbox)
Fleming street
Port Elizabeth

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.

o **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 that the following preference point system is applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included).
- Bidders are to note that if the 80/20 preference point system is stipulated in this RFQ and all Bids received exceed R1 000 000.00, the RFQ must be cancelled.

The value of this bid is estimated to be below R1000 000 (all applicable taxes included) and therefore the **80/20** system shall be applicable.

When Transnet invites prospective suppliers to submit Proposals for its various expenditure programmes, it requires Respondents to have their B-BBEE status verified in compliance with the Codes of Good Practice issued in terms of the Broad Based Black Economic Empowerment Act No. 53 of 2003.

The Department of Trade and Industry recently revised the Codes of Good Practice on 11 October 2013 [Government Gazette No. 36928]. The Revised Codes will replace the Black Economic Empowerment Codes of Good Practice issued on 9 February 2007. The Revised Codes provide for a one year transitional period starting 11 October 2013. During the transitional period, companies may elect to be measured in terms of the Revised Codes or the 2007 version of the Codes. After the first year of the implementation of the Revised Codes, B-BBEE compliance will be measured in terms of the Revised Codes without any discretion. Companies which are governed by Sector-specific Codes will be measured in terms of those Sector Codes.

As such, Transnet will accept B-BBEE certificates issued based on the Revised Codes. Transnet will also continue to accept B-BBEE certificates issued in terms of the 2007 version of the Codes provided it was issued before 10 October 2014. Thereafter, Transnet will only accept B-BBEE certificates issued based on the Revised Codes.

Respondents are required to complete Annexure A [the B-BBEE Preference Point Claim Form] and submit it together with proof of their B-BBEE Status as stipulated in the Claim Form in order to obtain preference points for their B-BBEE status.

Note: Failure to submit a valid and original B-BBEE certificate or a certified copy thereof at the Closing Date of this RFQ will result in a score of zero being allocated for B-BBEE.

[Refer clause 18 below for Returnable Documents required]

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: Dixie Diedericks Tel 041 507 2716

Email: dixie.diedericks@transnet.net

c) Respondents may also, at any time after the closing date of the RFQ, communicate with The Secretariat of the Acquisition Council, Admin Support Office, Ronelle Blom, on any matter relating to its RFQ response:

Telephone 041 507 2721

Email Ronelle.blom@transnet.net

3 Tax Clearance

The Respondent's original and valid Tax Clearance Certificate must accompany the Quotation. Note that no business shall be awarded to any Respondent whose tax matters have not been declared by SARS to be in order.

4 VAT Registration

The valid VAT registration number must be stated here: _____ [if applicable].

5 Legal Compliance

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

6 Changes to Quotations

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

7 Pricing

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

8 Prices Subject to Confirmation

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

9 Negotiations

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

10 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.

11 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.

Transnet reserves the right to award business to the highest scoring bidder/s unless objective criteria justify the award to another bidder.

12 Transnet's supplier integrity pact

Transnet's Integrity Pact requires a commitment from suppliers and Transnet that they will not engage in any corrupt and fraudulent practices, anti-competitive practices; and act in bad faith towards each other. The Integrity Pact also serves to communicate Transnet's Gift Policy as well as the remedies available to Transnet where a Respondent contravenes any provision of the Integrity Pact.

Respondents are required to familiarise themselves with the contents of the Integrity Pact which is available on the Transnet Internet site [www.transnet.net/Tenders/Pages/default.aspx] or on request. Furthermore, Respondents are required to certify that they have acquainted themselves with all the documentation comprising the Transnet Integrity Pact and that they fully comply with all the terms and conditions stipulated in the Transnet Supplier Integrity Pact as follows:

YES		NO	
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Should a Respondent need to declare previous transgressions or a serious breach of law in the preceding 5 years as required by Annexure A to the Integrity Pact, such declaration must accompany the Respondent's bid submission.

"PREVIEW COPY ONLY"

13 Evaluation Criteria

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

Criterion/Criteria	Explanation
Administrative responsiveness	Completeness of response and returnable documents
Substantive responsiveness	Prequalification criteria, if any, must be met and whether the Bid materially complies with the scope and/or specification given.
Final weighted evaluation based on 80/20point system as indicated in paragraph 2	<ul style="list-style-type: none"> Pricing and price basis [firm] - whilst not the sole factor for consideration, competitive pricing and overall level of unconditional discounts¹ will be critical B-BBEE status of company - Preference points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table indicated in Annexure A.

14 Validity Period

Transnet desires a validity period of 90 (Ninety) 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

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.

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. SECTION 1 , SECTION 2 , ANNEXTURE A. NB ALL OTHER DOCUMENTS MUST BE SUBMITTED WITHIN 3 WORKING DAYS IF REQUESTED. **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. DOCUMENTS**

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:

Returnable Documents	Submitted [Yes or No]
SECTION 1 : Notice to Bidders	
<ul style="list-style-type: none"> - Valid and original B-BBEE Verification Certificate or certified copy thereof [Large Enterprises and QSEs] Note: failure to provide a valid B-BBEE Verification Certificate at the closing date and time of the RFQ will result in an automatic score of zero for preference 	
<ul style="list-style-type: none"> - Valid and original B-BBEE certificate/sworn affidavit or certified copy thereof from auditor, accounting officer or SANAS accredited Verification Agency [EMEs] Note: failure to provide a valid B-BBEE Verification Certificate at the closing date and time of the RFQ will result in an automatic score of zero being allocated for preference 	
<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 	
<ul style="list-style-type: none"> - Original valid Tax Clearance Certificate [Consortia / Joint Ventures must submit a separate Tax Clearance Certificate for each party] 	
<ul style="list-style-type: none"> - Letter of Goodstanding from Department of Labour 	
SECTION 2 : Quotation Form	
ANNEXURE A – B-BBEE Preference Points Claim Form	
<p>SECTION 3: Vendor Application Form</p> <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 copies of the relevant company registration documents from Companies and Intellectual Property Commission (CIPC) • Certified copies of the company's shareholding/director's portfolio • Entity's letterhead • Certified copy of VAT Registration Certificate [RSA entities only] • Certified copy of valid Company Registration Certificate [if applicable] 	
Financial Statements signed by your Accounting Officer or Audited Financial Statements for previous 3 years	

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 again and/or having to accept any less favourable offer.

Price Schedule

Notes to Pricing:

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

Respondent's Signature

Date & Company Stamp

Request for quote :PTH 53258

Supply and fit new venetian blinds 25mm blade colour Aluminium 200mm wide x 1740mm high as per spec	ca	2		
Remove existing tiles from walls as per spec	Sq m	25		
Supply and fit new 200mm x 200mm Matt White wall tiles code MWC-4 as per spec	Sq m	25		
Remove existing vinyl floor tiles as per spec	Sq m	11		
Supply and fit new Porcelain floor tiles 300mm x 300mm code 3333N as per spec	Sq m	11		
Supply and fit new 100mm wide Porcelain skirting code 3333N as per spec	Sq m	15		
Remove existing carpet tiles as per spec	Sq m	117		
Supply and fit new 500mm x 500mm Berberpoint 920 plain back carpet tiles colour Charcoal as per spec	Sq m	117		
Prepare and paint interior walls as per spec	Sq m	165		
Prepare and paint interior window sills as per spec	Sq m	4		
Prepare and paint ceilings as per spec	Sqm	122		
Prepare and paint single doors with side lights and fanlights both sides as per spec	ea	7		
Prepare and varnish double door with fanlight both sides as per spec	ea	1		
Prepare and paint single door frames with fanlights both sides as per spec	ea	7		
Prepare and varnish double door frame with fanlight both sides as per spec	ea	1		
Prepare and paint skirting boards as per spec	m	25		
Stack rubble clear of traffic and ready for removal to approved Municipality dumpside	sum	1		
Risks	Sum	1		
Sundries	Sum	1		
P&G	sum	1		
TO BE CARRIED FORWARD TO PAGE 10	. GROSS TOTAL R _____ Excluding VAT			

Respondent's signature

Firms date stamp

Request for quote :PTH 53258

TRANSNET SOC LIMITED(REGISTRATION NO. 1990/000900/30)
TRADING AS TRANSNET FREIGHT RAIL.**RFQ PTH 53258**

SCHEDULE OF WORK AND PRICES				
DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
Civil				
Remove wooden frame complete with glass and build opening 1000mm x 1000mm close with stock bricks as per spec	job	1		
Plaster walls as per spec	Sqm	4		
Supply and fit new Flush panel hollow core door complete with lock and hinges as per spec	ea	1		
Supply and fit new night latch complete as per spec		1		
Supply and fit new cylinder lock complete as per spec		1		
Remove existing glass and replace with 6.5mm thick clear safety glass. Size 565mm wide x 510mm high as per spec	ea	2		
Supply and fit new Sap skirting board as per spec	m	4		
Supply and fit new 1200mm single bowl stainless steel sink complete with waste outlet, waste pipes, water pipes and cobra sink mixer as per spec	sum	1		
Supply and fit new 10 litre Prisma Center Basin geyser complete with valves and water pipes as per spec	sum	2		
Supply and fit new 5 litre Hydro Boil complete with water pipes as per spec	ea	2		
Chase all water and waste pipes into walls where necessary	sum	1		
Remove existing built-in cupboards and post form top against wall complete for scrap as per spec	sum	1		
Supply and fit new built-in cupboard for sink 1620mm long x 900mm high x 550mm wide with two doors and six drawers complete as per spec	sum	1		
Supply and fit new built-in cupboard 1620mm long x 1500mm high x 400mm wide with four doors and two shelves as per spec	sum	1		
Supply and fit new venetian blinds 25mm blade colour Aluminium 2420mm wide x 1740mm high as per spec	ea	6		
Supply and fit new venetian blinds 25mm blade colour Aluminium 1840mm wide x 1740mm high as per spec	ea	1		
Supply and fit new venetian blinds 25mm blade colour Aluminium 1200mm wide x 1740mm high as per spec	ea	1		
Supply and fit new venetian blinds 25mm blade colour Aluminium 900mm wide x 1740mm high as per spec	ea	1		

Respondent's signature

Firms date stamp

TRANSNET SOC LIMITED
 (REGISTRATION NO 1990/000900/30)
 trading as **TRANSNET FREIGHT RAIL**
 (hereinafter referred to as TRANSNET)
 RFQ PTH 53258

**UPGRADE (Incl. ELECTRICAL) AND PAINTING OF OFFICES AT
 TRANSTEL BUILDING.(02WA001E) AT NORTH END PORT ELIZABETH**

SCHEDULE OF WORK AND PRICES				
Electrical :DESCRIPTION	UNIT	QUAN TITY	RATE	AMOUNT
Remove all existing Fluorescent Fittings, Socket Outlets, some power skirting and Light Switches and make neat.	Ea	1		
Supply and Install 1200 x 600 mm, 36 Watt x 3 Tube Recess Decorative Type Fluorescent Fittings Complete. (Similar or Equal to Rabro& Sturdy complete with lead and plug top.)	Ea	2		
Supply and Install 1500mm x Dual Tube Decorative Type Fluorescent Fittings Complete. (Similar or Equal to THORN TECH ELECTRONIC).	Ea	11		
Supply and Install 1200mm x Single Tube Decorative Type Fluorescent Fittings Complete. (Similar or Equal to THORN TECH ELECTRONIC).	Ea	1		
Supply and Install Single Lever Light Switch. (Similar or Equal to Crabtree)	Ea	3		
Supply and Install Two Lever Light Switch. (Similar or Equal to Crabtree)	Ea	3		
Supply and Install 20 Amp isolating Light SwitchToggles (Similar or Equal to Crabtree) will be used with Extractor Fans	Ea	2		
Supply and Install Online RAN 45 Power Skirting including corners (150 mm x 60mm with 2 x compartments for Elect. and Communication/Data wiring).	m	48		
Supply and Install Switched Socket Outlets (Normal Type) in Power Skirting	Ea	21		
Installation of Electrical supplies to AirConditioners (Incl. 30Amp Isolators in 2x4 York Box Enclosures). (As per Elect Spec. items 2.1 a and b)	Ea	2		
Supply and Install Hydro Bolt circuit (Incl.timer and 30 Amp Isolator) complete. (As per Elect. Spec. item 2.1. c)	Ea	2		
Supply and Install Extractor Fan circuit complete. XpelairWindow Mounted Fan SL 150. (As per Elect. Spec. item 2.1. e and f)	Ea	2		
Upgrading, Testing and Labelling . (Complete) + COC (As per elect. Spec.item 2.1 g)	Ea	2		
AMOUNT TO BE CARRIED FORWARD TO PAGE 10				
	GROSS TOTAL R _____ (Excl Vat)			

Respondents signature

Firms date stamp

TRANSNET SOC LIMITED
(Registration No.. 1990/000900/30)
trading as TRANSNET FREIGHT RAIL

Quote Form

I, We _____

carrying on as business under the style and title of _____

hereby offer to undertake and complete the abovementioned work at a tender price and in accordance with the terms set in this Request for Quote , General and/or Special Conditions and Project Specifications for the sum of :

Price from page 9B(Civil) : R_____

Price from page 9C (Electrical) : R_____

Total : R_____

(in words) _____

_____ (Exclusive of VAT)

Time to complete the work: _____ (Work days)

I/We undertake to complete the work for the duration of the contract as specified in the special conditions and particular specifications from the date of notification of the acceptance of my/our tender.

(i) **NOTE:** In the event of any discrepancy, the amount in words will take precedence over the amount in figures.

(ii) **NOTE: The price as transferred to this form shall be the tendered price, any error in pricing in this schedule, even an arithmetic error will have to be adjusted to comply with the tendered price as given on this page.**

Section 3
GENERAL CONDITIONS

1. Scope of work

As per attached specification

2. Site location

The site is situated at per specification

3. Time to complete the work

The tenderer shall indicate at section 2 the time he will require to complete the work, however, this time should not exceed time as per specification. This period shall be exclusive 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 the sum of as per specification for every day or part thereof during which the works remain incomplete.

4. Guarantee

All workmanship and material shall be guaranteed for a period as indicated in specification of completion of work.

5. Inspection of works

5.1 No work shall be covered up or put out of view without the approval of the Project Manager. The Contractor shall afford full opportunity for the Project Manager to examine and measure any work, which is about to be covered up or put out of view and to examine foundations before permanent work is placed thereon.

5.2 The Contractor shall give due notice to the Project Manager whenever any such work of formations is or are ready or about to be ready for examination. The Project Manager shall, without unreasonable delay, unless he considers it necessary and advises the Contractor accordingly, examine and or measuring such work as required.

5.3 The Contractor shall uncover any part or parts of the work or make openings in or through the same as the Project Manager may from time to time direct and shall reinstate and make good such part or parts to the satisfaction of the Project Manager and are found to be executed in accordance with the Contract, the expenses of uncovering, making openings in or through, reinstating and making good the same shall be done by the Contractor .

Site records

6.1 Site Instruction Book

The Contractor shall provide a **site instruction book (not smaller than A5) , in triplicate for the Project Manager to place all instructions** that are needed to compliment the specifications and drawings and any other instruction that may affect the cost of the work.

No work will be recognized for additional payment unless it has been recorded and signed by the Project Manager in the aforesaid book.

6.2 Site Diary

The contractor shall provide a diary, in triplicate to record all day to day incidents that could occur during the contract period. This includes weather, names & numbers of workers on site, material that has been delivered, material that has been loaded and disposed off, incidents that have occurred, nature of work to be done on that day, etc.

6.3. Programming & Planning of the work

The contractor shall provide to the Project Manager a detail plan of how he intends to do the work and this plan must be to the requirements of the operation of Transnet Freight Rail workshop with minor disruptions as no delays must be allowed in this regard.

The program must be agreed to (in the site instruction book) before any work will be allowed to commence on the workshops, per se. The programme can be in a form of a pert (bar) chart and will be used as a guide to measure progress of the work.

7. Water supply.

Water may be made available for the purpose of construction of the works only. The water shall be used conservatively and if not, this privilege shall be removed and the water shall be metered, and the cost of the metered water shall be borne by the Contractor as well as all charges as entertained by Transnet Freight Rail. The Contractor must supply all drums, connections, hoses, clamps etc. as necessary and to provide water to the working site .

8. Electricity supply.

Electricity may be made available to the Contractor. The contractor must adhere to the safety standards

as per the General Safety Regulations, Electrical Machine Regulations, Electrical Installation Regulations of the **Health and Safety Act**, (Act 85 of 1993) and SANS 10142.

The Contractor must supply all leads and plugs as necessary and to provide power to the working site

9. Access to 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. A list of workmen shall be given to the Project Manager to arrange for the necessary permits. 48 Hours minimum notice is necessary for the processing these permits. This includes changes to staff during the contract period.

10. Materials found on site

No material that is lying on the site (other than that as specified in this document) or any Transnet Freight Rail's properties may be removed or used (even if deemed as scrap) by the contractor.

11. Clearing of site

The Contractor shall provide for cleaning up and sorting all rubbish and debris of whatever kind, generated by this work only, throughout the duration of the contract. Upon completion the Contractor shall clear away and remove all rubbish, unused material, plant and debris caused by the works and leave the site and the whole of the works clean and tidy to the satisfaction of the Project Manager.

12. Working outside normal working hours

The normal working hours are between 07:30 and 16:00 Mondays to Fridays. If it is required to work outside the stated normal working hours the Contractor must obtain written permission at least 24 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.

13. Escalation

This contract does not make provision for compensation in respect of increased costs. The tenders must allow in his fixed price for any increased costs, which he may encounter during the contract period or such extended period as agreed upon by both parties.

14. Retention

Transnet Freight Rail reserves the right to retain up to ten (10) percent of the value of the contract, for a period of 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.

15. Safety Precautions and Insurance**15.1. Act 85**

The contractor shall comply with the Occupational Health & Safety Act, 1993 (Act 85 of 1993). The form E.4E as placed in this Specification must be adhered to. (**Available on request**) But will be completed by the successful tenderer.

15.11 E7/1

Specification for works on, over, under adjacent to Railway lines and near high voltage equipment. (Available at the tender briefing)

15.2 Environment

The Contractor shall, at all times, comply with the statutes that prohibit pollution of any kind. These statutes are enacted in the following legislation.

- The National Environmental Management Act, 107/1998;
- The Environmental Conservation Act, 73/1989; and
- The National Water Act, 36/1998.

The Contractor shall appoint a responsible person to ensure that no incident shall occur on site that could cause pollution. Where the Contractor was negligent and caused any form of pollution the damage shall be rectified at the Contractors cost.

15.3 SUBSTANCE ABUSE TESTING

The OHS Act (Act 85 of 1993) clearly states in the Safety Regulations 2A **"INTOXICATION" An employer or user, as the case may be, shall not permit any person who appears to be under the influence of intoxicating liquor or drugs, to enter or remain at a workplace.** Transnet Freight Rail enforces this legislation by means of its Substance Abuse Policy, and therefore reserves the right to do substance abuse testing on anyone who enters their premises.

16. Health and Safety Requirements.

As per the E.4E (Health and Safety requirements) no work can commence before the certificate of Good Standing by the Compensation Commissioner, or proof of payment, has been delivered to this office, for this project.

17. Note:

17.1 For further descriptions of materials to be used and methods to be adopted, the Contractor is referred to the various Codes and Standards, where relevant, and this shall be deemed to form part of the descriptions of any items in the following Specification. Except where any specification provision in a description in this specification is at variance with the above, in which case the specific provision in this Specification description shall apply.

17.2 Where trade names and catalogue references have been used in these Specifications to specify a product, Tenderers must tender on that particular or similar product. In addition, Tenderers must tender on the design specified. The accepted tenderer (i.e. Contractor) may,

after obtaining written authority from the Project Manager, use an alternative product or design.

17.3 Where such written authority is given by the Project Manager at the request of the Contractor, for the contractor's convenience, all additional costs involved will be done for the Contractor's account. In the event of a less expensive product or design being used, a variation order reflecting the saving in cost will be issued.

18. GENERAL

18.1 Standard Specification

In so far as they can be applied and where they are not inconsistent with the terms of this specification, the following specifications shall be regarded as being embodied in this specification.

SANS Specifications (To be obtained by the contenders)

National Building Regulations	SANS 10400 – 11990
General Structural	SANS 11200AH- 11982
Electrical Code of Practice	SANS 10142

18.2 To be supplied by the Contractor

The Contractor shall provide all labour, transport, consumable stores, plant, equipment, tools, services, materials and ingredients of every description required for the carrying out and completion of the WORKS as per this specification and as may be ordered by the Manager.

18.3 Site meetings

The Contractor shall be called upon to attend meetings on the site to discuss the progress of WORKS with the Transnet Freight Rail representatives.

18.4 Setting out of the works

The setting out of the work shall be the sole responsibility of the Contractor and shall be done in accordance with this Specification, the drawings and the design.

18.5 Keep site tidy

The Contractor shall keep the site tidy at all times and remove all old material and such as rubble, off-cuts, demolished material, surplus material and carry away and dump or store onto or at an approved site.

A permit must be obtained from the Municipalities to transport material on their roads, when required.

19. Preliminary and General (P & G)

The P & G shall be as per the General and Special Conditions and will include all costs not directly related to the execution of the work as stated. All items not specifically mentioned in the Schedule of Rates and Prices should form part of the contractor's requirements such as the cost of stationary and so on.

The P & G is made up of:

Fixed Charges (start up costs and removal of site establishment) and will include the handing over of the site to the contractor and handing back of the site after completion.

Time Related items and this shall allow for and must be built in the fixed charge rate as in the above, for the full duration of the contract. Any additional time that may or may not be allowed for if the contract exceeds the completion date as agreed will be included in this price/rate.

The profit required to do the work shall be to the contractor's discretion and must be allowed for in all the items in the Schedule of Rates and Prices.

20. ACT 85:

The contractor shall allow in his pricing for all material and supervision needed in their costing. This shall include:

Start up costs:

First aid kit and emergency numbers displayed.

Safety clothing (boots, gloves, safety hats, goggles and so on)

Barriers, barrier tape and so on.

Safety file with records of all reports and safety inspections.

Sign / notice board stating contractors name and that all visitors report to the site agent for induction to enter onto site and sign the site book.

Day to day matters:

The maintenance of the above start up costs.

The cost of safety procedures, need at all times at least one incumbent to be responsible for safety. On a daily basis and before any procedure is started a safety and work activity must be recorded in the site diary/safety file to ensure safety methods are used.

Need an incumbent with basic first aid training.

The contractor shall use the **Construction Work Check List** to ensure that all safety issues are dealt with and this must be kept on the safety file.

Section 4

PROJECT SPECIFICATIONS

Civil

Page 17A-F

Electrical

Page 17G-J

Drawing

Page 17 K + L

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TRANSNET SOC LIMITED
(REGISTRATION NO 1990/000900/30)

Trading as TRANSNET FREIGHT RAIL
(hereinafter referred to as TRANSNET FREIGHT RAIL)

RFQ :PTH 53285

SPECIFICATIONS

RENOVATE AND PAINT INTERIOR OF OFFICES AND KITCHENS ON FIRST FLOOR
TRANSTEL BUILDING,NORTH END, PORT ELIZABETH. ASSET NR.02WAO01E

NOTE:

1. *For further descriptions of materials to be used and methods to be adopted, the Contractor is referred to the various Codes and Standards, where relevant, and this shall be deemed to form part of the descriptions of any items in the following Specification. Except where any specification provision in a description in this specification is at variance with the above, in which case the specific provision is this Specification description shall apply.*
2. *Where trade names and catalogue references have been used in these Specifications to specify a product, Tenderers may quote on similar SABS approved products. The use of this product must first be verified with the Project Manager. The accepted tenderer (i.e. Contractor) may, after obtaining written authority from Transnet Freight Rail, use an alternative product or materials.*
3. *Where Transnet Freight Rail gives such a written authority at the request of the Contractor, for the Contractor's convenience, all additional costs involved will be done the Contractor's account. In the event of a less expensive product or design being used, a variation order reflecting the saving in cost will be issued.*

1. Bricklayer Work:

- 1.1 Remove wooden frame work complete with glass and build up opening with 110mm stock bricks. Size 1000mm wide x 1000mm high (Opening between room 1 and 2)
- 1.2 Remove all damaged and loose plaster on interior walls (Room 1)
- 1.3 Prepare walls for plastering. Plaster walls +/- 13mm thick, screed level and finish of with steel

Respondent's signature

Firms date stamp

trowel to obtain smooth finish. Use 1 – 4 mortar mix (Room 1 and 2)

1.4 Stack all rubble clear of traffic ready for removal to approved Municipality dumpside.

2. Carpenter work:

- 2.1 Remove and replace Flush Panel hollow core door complete with 3 lever Union Mortice lockset and 100mm heavy duty brass but hinges. Lockset and handles to match existing (Room 2)
- 2.2 Remove and replace Union night latch complete. Night latch to match existing (Room 4)
- 2.3 Remove and replace Union cylinder lock complete. Cylinder lock to match existing (Room 4)
- 2.4 Remove and replace 6.5mm thick clear safety glass. Size of glass 2/565mm wide x 510mm high (Room 4)
- 2.5 Supply and fit new SA pine skirting board 75mm x 4.0m long (Room 4).

3. Plumbing Work:

- 3.1 Supply and fit new 1200mm single bowl stainless steel sink complete with waste outlet, waste pipes, water pipes and new cobra sink mixer star head. (1ea Kitchen in room 3)
- 3.2 Supply and fit new 10 litre Bisma Under Basin geyser complete with valves and water pipes (2 ea Kitchens in room 3 and 7)
- 3.3 Supply and fit new 5 litre Hydro Boil above sink complete with water pipes and fittings (2ea Kitchen in room 3 and 7)
- 3.4 Chase all waste and water pipe works into walls where necessary. Use only copper pipes 460 class 2. All the pipe work shall be inspected before closing with plaster.

4. Built in Cupboards:

- 4.1 Remove existing built in cupboards complete for scrap (2ea kitchen in room 3)
- 4.2 Remove existing post form top from wall (Room 4)
- 4.3 Supply and fit new built-in cupboard for sink 1620mm long x 900mm high x 550mm wide manufactured from Cherry wood melamine with Black Slate post form top .Cut opening in top for stainless steel sink. Supply and fit two cupboard doors and six drawers with runners manufactured from Cherry wood melamine. Supply and fit new Ferrari hinges and Satin Chrome B2652 x 96mm handles. All edges to be finished off with PVC edging (Kitchen in room 3)
- 4.4 Supply and fit new built-in cupboard complete 1620mm long x 1500mm high x 400mm wide manufactured from Cherry wood melamine. Supply and fit four cupboard doors manufactured from Cherry wood melamine. Supply and fit new Ferrari hinges and Satin

Request for quote :PTH 53258

C

Chrome B2652 x 96mm handles. Supply and fit two Cherry wood melamine shelves 1620mm

long x 400mm wide. All edges to be finished off with PVC edging (Kitchen in room 3)

4.5 Correct measurements must be taken on site before manufacturing of any cupboards.

5. Venetian Blinds:

5.1 Supply and fit new 25mm blade Venetian blinds, colour Aluminium (Rooms 1,2,7,8,9)

5.2 The Contractor must supply a sample of material that would be used to the Project Manager before manufacturing of any blinds

5.3 Correct measurements must be taken on site before manufacturing of any blinds

5.4 Size of blinds: 6/ 2420mm wide x 1740 mm high.

1/1840mm wide x 1740mm high

1/1200mm wide x 1740mm high

1/ 900mm wide x 1740mm high

2/ 200mm wide x 1740mm high.

6. Wall tiles:

6.1 Remove existing wall tiles from walls (Kitchen in room 3)

6.2 Prepare all walls for tiling up to ceiling height

6.3 Apply Key-it and cement on walls before tiling

6.5 Tile walls with 200mm x 200mm code MWC-4 Matt White wall tiles with 3mm spacing. Use white grout and finish off all the corners with white plastic edge cover strip. Wall tiles available from all Tile Africa outlets.

7. Floor Tiles:

7.1 Remove existing vinyl floor tiles complete and clean floors from all adhesive (Kitchens in Rooms 3,7)

7.2 Prepare floors for tiling. Chip 80% of floors to obtain rough surface before tiling

7.3 Lay interior porcelain floor tiles 300mm x 300mm code 3333N available from all Tile Africa Outlets. Use only tile adhesive for porcelain tiles with 6mm spacing, use dove grey grout.

7.4 Finish off with heavy duty aluminium strip between ceramic and carpet tiles and at all door entrances.

7.5 Supply and fit 100mm wide porcelain skirting code 3333N complete with white nylon tile edge on top.

8. Carpet Tiles:

Respondent's signature

Firms date stamp

- 8.1 Remove all existing damaged carpet tiles and clean floors from all adhesive (Rooms 1,2,4,5,6)
- 8.2 Prepare floors for new carpet tiles
- 8.3 Supply and fit new 500mm x 500mm, FINISH A- BEBERPOINT 920 Plain back carpet tiles, colour CHARCOAL. Finish off with aluminium strips between carpets and ceramic tiles and all door entrances.

9. Walls and Window Sills Interior:

- 9.1 Prepare interior walls for painting.(Rooms 1,2,4,5,6,7,8,9)
- 9.2 Apply one coat plaster primer on new plastered walls and where necessary
- 9.3 Apply one coat universal white undercoat on all gloss surfaces
- 9.4 Apply three coats Dulux Wash N Wear Silk colour Barely Beige code 3H1-1 to interior walls
- 9.5 Prepare interior window sills for painting
- 9.6 Apply two coats Dark Grey floor paint to interior window sills.

10. Ceilings Interior:

- 10.1 Prepare ceilings complete for painting. (Rooms 1,2,3,4,5,6)
- 10.2 Apply one coat white Universal Undercoat on all gloss surfaces
- 10.3 Apply two coats white acrylic emulsion paint as final coat.

11. Door, Door Frames, Fanlight Sashes and fanlights frames

- 11.1 Prepare all doors, door frames, fanlight frames and fanlight sashes for painting (Rooms 1,2,3,4,5,6)
- 11.2 Apply one coat pink wood primer to new door
- 11.3 Apply one coat "White Universal undercoat" and two coats Dulux Eggshell Enamel colour River Rock code 6J1-7 to all doors and fanlights
- 11.4 Apply two coats clear varnish to double doors with fanlights
- 11.5 Apply one coat "White Universal undercoat" and two coats Dulux Eggshell Enamel colour white to all door frames with fanlights
- 11.6 Apply two coats clear varnish to double doorframe with fanlight.

12. Skirting Boards:

- 12.1 Prepare skirting boards for painting.(Rooms1,2,4)
- 12.2 Apply one coat pink wood primer to new skirting board
- 12.3 Apply one coat White Universal undercoat and two coats Dulux Eggshell Enamel colour Pearl glo Lockness code 3L1-5 to all skirting boards.

13. Incompetent Employees:

- 13.1 Any person employed by the contractor on the work who is in the opinion of the Project Manager incompetent, or who may act in such an improper manner, may be discharge from the work by the Project Manager and such a person shall not again be employed on the work without the permission of the Project Manager. The contractor and his / hers employees may be tested for substance abuse at any given time.

14. Drawings:

- 14.1 The following sketches apply to this contract. Sketch plan = 2 pages and is not to scale

15. Time To Complete The Work:

- 15.1 Time to complete the work will be 35 (Thirty five Working days)
- 15.2 Failing to complete the work as accepted, the contractor shall pay Transnet a Penalty sum of R1000.00 (One Thousand) per day or part thereof while the works remains incomplete.

16. Guarantee:

- 16.1 All workmanship and material shall be guaranteed for a period of 2 years, from the date of completion of work.

17. Risks Assessment:

- 17.1 Working with scaffolding.
- 17.2 Working with step ladders.
- 17.3 Working with low hazardous paint

- 17.4 Working with flammable liquid
- 17.5 Working with electric tools.

18. Safety.

- 18.1 The contractor must, on a regular basis, liaise with the Project Manager. The Project Manager and the Depot Manager must, on regular basis, be provided with an updated program
- 18.2 The working area is to be barricaded on a daily basis.
- 18.3 At all times the safety aspect of the project must be treated as very important
- 18.4 Workers to wear safety clothing at all times.
- 18.5 Reflective vest must be worn at all times

19. General.

- 19.1 All surfaces to be cleaned properly and must be inspected by the Project Leader before painting commence
- 19.2 All material to be SABS approved. Adhere to manufacturers specifications and instructions.
- 19.3 Where trade names are used it can be or similar and approved by project leader on site.
- 19.4 **All dimensions and quantities to be checked on site by tenderer before commencing with the work.**
- 19.5 **Drawings and plans are not to scale.**
- 19.6 All rubble and hazardous material to be dumped at an approved dumpsite.
- 19.7 **Contractor to adhere to all regulations and safety as Occupational health and Safety Regulations Act 85 of 1993.**
- 19.8 Adhere to the safety rules and regulations of the Depot.
- 19.9 All contract workers will attend a safety induction course presented by Transnet freight rail
- 19.10 **The Building will be occupied during renovations.**

TRANSNET SOC LIMITED
(REGISTRATION NO 1990/000900/30)

trading as **TRANSNET FREIGHT RAIL**
(hereinafter referred to as TRANSNET)

TENDER NO. PEG 6907

**UPGRADE (Incl. ELECTRICAL) AND PAINTING OF OFFICES AT
TRANSTEL BUILDING.(02WA001E) AT NORTH END PORT ELIZABETH**

PART B

SECTION 1

1. GENERAL

1.1 Scope of work:

- 1.1.1 The upgrading of lighting, power skirting etc. of various offices.**
- 1.1.2 The installation of electrical circuits to new mini geysers and hydro boils in kitchens.**
- 1.1.3 The re-routing of electrical circuits to new positions of air conditioners.**
- 1.1.4 Test report (COC) for the Electrical work done.**

1.2 Standard Specification

In so far as they can be applied and where they are not inconsistent with the terms of this specification, the following specifications shall be regarded as being embodied in this specification.

- 1.2.1 SABS Specifications (To be obtained by the contenders)
The wiring of Premises SANS 10142-1 (Old SABS 0142)
Occupational health and Safety Act Act 85 - 1993**

1.3 To be supplied by the Contractor

The Contractor shall provide all labour, transport, consumable stores, plant, equipment, tools, services, materials and ingredients of every description required for the carrying out and completion of the WORKS as per this specification and as may be ordered by the Project Manager.

SECTION 2

Electrical Work

2 General:

The contractor shall ensure that the SANS 10142-1 Wiring of Premises is adhered to and that the relevant Health and Safety Act are met.

Electrical contractor to remove all left over material, rubble, and electrical equipment stripped by the contractor and is for his own property.

All material and equipment used to be S.A.B.S. approved and workmanship to be of a high quality and standard, done to the satisfaction of TRANSNET FREIGHT RAIL's site supervisor.

NB : The contractor is responsible for his own measurements where applicable, however, where rates are given the actual work done will be measured on completion and paid accordingly.

3. PROJECT SPECIFICATION

3.1 Room 1

- 3.1.1 Remove all the electrical switchgear socket outlets, lights, air conditioning supply point and power skirting.
- 3.1.2 Install 1 x 2 Lever Crabtree Diamond Range light switch on the outside of the door in the partitioned cavity to feed the lights on the inside of the Room (*Lights are currently switching from light switch across the passage.*)
- 3.1.3 The lights must be switched using two lights per lever from the two lever switch.
- 3.1.4 Replace the existing light fittings with 4 x new Dual 1500mm Decorative Fluorescent light fittings.
- 3.1.5 Replace the existing power skirting with+- 18mnewDual Channel O-Line power skirtingand install 7 x Normal plugs in the trunking.
- 3.1.6 Reroute the current air conditioning supply to the outside. Install new Air Conditioning point on the outside of the room (position to be discussed on site).
- 3.1.7 Fit 1 x 2x4 30Amp Isolator switch inside a 2x4 York Box enclosure. Label the light switch and socket outlets to correspond with the matching breakers in the main board.

3.2 Room 2

- 3.2.1 Remove all the electrical switchgear socket outlets, lights, light switch, aircon supply point and power skirting.
- 3.2.2 Replace existing light switch with 1 x new 1 Lever Crabtree Diamond Rangelight switch.
- 3.2.3 Replace existing light fittings with 2 x new Dual 1500mm Decorative Fluorescent light fittings.
- 3.2.4 Replace the existing power skirting with +/- 9m new Dual Channel O-Line power skirting and install 5 x Normal plugs in the trunking.
- 3.2.5 Re-route the current air conditioning supply to the outside.
- 3.2.6 Install new Air Conditioning point on the outside of the room (position to be discussed on site) Fit 1 x 2x4 30Amp Isolator switch inside a 2x4 York Box enclosure.
- 3.2.7 Label the light switch and socket outlets to correspond with the matching breakers in the main board.

3.3 Room 3 (Kitchen 1)

- 3.3.1 Remove all the electrical switchgear socket outlets, lights.
- 3.3.2 Replace existing light switch with 1 x new 1 Lever Crabtree Diamond Range light switch.
- 3.3.3 Replace existing light fitting with 1 x new Single 1200mm Decorative Fluorescent light fitting.
- 3.3.4 The Hydro Boil must be fed from a 20Amp SP+N Circuit Breaker/Isolator, through a 30Amp Isolator surface mounted, via a Time switch housed in a York Enclosure with a transparent lid. The transparent lid so that the Time Switch can be visible (*exact position to be discussed on site looks as if a circuit is present*).

3.4 Room 4 (Passage)

- 3.4.1 Remove all the electrical switchgear lights, power skirting and light switch.
- 3.4.2 Replace existing light switch with 1 x new 1 Lever Crabtree Diamond Rangelight switch.
- 3.4.3 Replace existing light fittings with 1 x new Dual 1500mm Decorative Fluorescent light fittings and 2x new [1200 x 600] Fluorescent light fittings in the false ceiling.
- 3.4.4 Replace the existing power skirting with +/- 8m new Dual Channel O-Line power skirting and install 3 x Normal plugs in the trunking.

3.5 Room 5

- 3.5.1 Remove all the electrical switchgear socket outlets, lights, light switch and power skirting.
- 3.5.2 Replace existing light switch with 1 x new 2 Lever Crabtree Diamond Range light switch.
- 3.5.3 Note that one of the levers of the 2 lever switch will be used to operate the lights and the other lever will be used to switch the extractor fan.
- 3.5.4 Replace existing light fittings with 2 x new Dual 1500mm Decorative Fluorescent light fittings.
- 3.5.5 Replace the existing power skirting with +- 9m new Dual Channel O-Line power skirting and install 4 x Normal plugs in the trunking.
- 3.5.6 Replace the existing extractor fan with 1 x new window/wall SL 150 Xpelair extractor fan.
- 3.5.7 Label the light switch and socket outlets to correspond with the matching breakers in the main board.

3.6 Room 6

- 3.6.1 Remove all the electrical switchgear socket outlets, lights, light switch and power skirting.
- 3.6.2 Replace existing light switch with 1 x new 2 Lever Crabtree Diamond Range light switch.
- 3.6.3 Note that one of the levers of the 2 lever switch will be used to operate the lights and the other lever will be used to switch the extractor fan.
- 3.6.4 Replace existing light fittings with 2 x new Dual 1500mm Decorative Fluorescent light fittings.
- 3.6.5 Replace the existing power skirting with +- 4m new Dual Channel O-Line power skirting and install 2 x Normal plugs in the trunking.
- 3.6.6 Replace the existing extractor fan with 1 x new window/wall SL 150 Xpelair extractor fan.
- 3.6.7 Label the light switch and socket outlets to correspond with the matching breakers in the main board.

2 COC

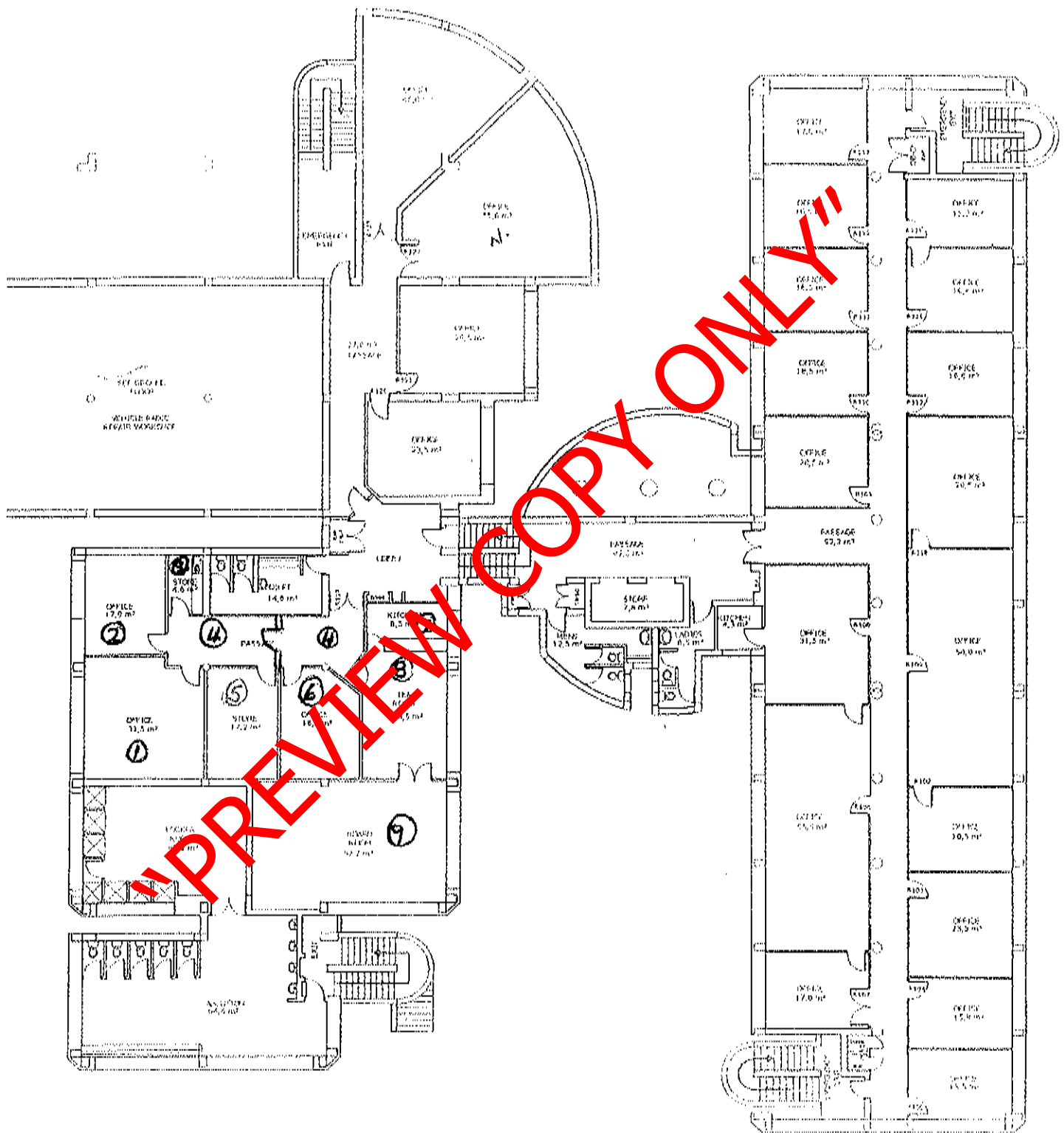
Note that a floor diagram of the circuits will be required and must be laminated. A test report (old COC) must be provided for the section of the building renovations has been carried out.

Note that all the fittings and material supplied and used must be SABS approved.

NB!! that all work must be carried out as per SANS 10142/1

Respondents signature

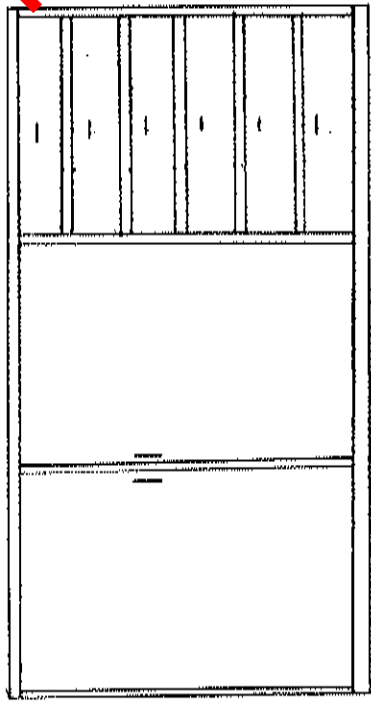
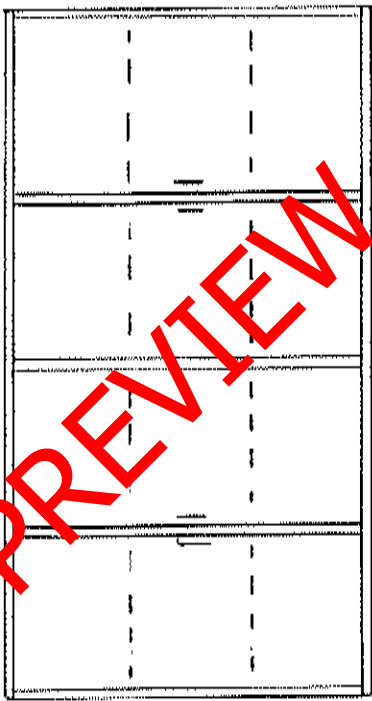
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FLOOR PLAN

NORTH END O2WA001E

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CUPBOARDS; KITCHEN; ROOM 3

Section 5

CERTIFICATE OF ATTENDANCE OF SITE MEETING / BRIEFING SESSION
RFQ : PTH 53258

It is hereby certified that -

- 1.
- 2.

Representative(s) of
(name of company)

attended the site meeting / briefing session in respect of the proposed Service to be rendered in terms of this RFQ on 9/26/2014

.....
TRANSNET'S REPRESENTATIVE

.....
RESPONDENT'S

"PREVIEW COPY ONLY"

Section 6 VENDOR APPLICATION FORM

Respondents are to complete the Vendor Application Form below:

ALL DOCUMENTS MUST BE AVAILABLE AND SUBMITTED WITHIN 3 WORKING DAYS IF REQUESTED

1. **Original** cancelled cheque **OR** letter from the Respondent's bank verifying banking details **[with bank stamp]**
2. **Certified** copy of Identity Document(s) of Shareholders/Directors/Members [where applicable]
3. **Certified copies** of the relevant company registration documents from Companies and Intellectual Property Commission (CIPC)
4. **Certified copies** of the company's shareholding/director's particulars
5. A letter on the company's letterhead confirm physical and postal addresses
6. **Original** valid SARS Tax Clearance Certificate
7. **Certified copy** of VAT Registration Certificate
8. **A valid and original** B-BBEE Verification Certificate / sworn affidavit **or certified copy** thereof meeting the requirements for B-BBEE compliance as per the B-BBEE Codes of Good Practice
9. **Certified copy** of valid Company Registration Certificate [if applicable]

Vendor Application Form

Company trading name							
Company registered name							
Company Registration Number or ID Number if a Sole Proprietor							
Form of entity [v]	CC	Trust	Pty Ltd	Limited	Partnership	Sole Proprietor	
VAT number [if registered]							
Company telephone number							
Company fax number							
Company email address							
Company website address							
Bank name				Branch & Branch code			
Account holder				Bank account number			
Postal address						Code	
Physical Address							

Respondent's Signature

Date & Company Stamp

			Code
Contact person			
Designation			
Telephone			
Email			
Annual turnover range [last financial year]	< R5 m	R5 - 35 m	> R35 m
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 services [e.g. Stationery/Consulting]			

Complete B-BBEE Ownership Details:

% Black ownership	% Black women ownership	% Disabled Black ownership	% Youth ownership
Does your entity have a B-BBEE certificate		Yes	No
What is your B-BBEE status [Level 1 to 9 / Unknown]			
How many personnel does the entity employ		Permanent	Part time

If you are an existing Vendor with Transnet please complete the following:

Transnet contact person	
Contact number	
Transnet Operating Division	

Duly authorised to sign for and on behalf of Company / Organisation:

Name		Designation	
Signature		Date	

Section 7

**OTHER DOCUMENTATION
NB AVAILABLE AT SITE OR ON REQUEST**

- A. VENDOR APPLICATION FORM
- B. E4E (ACT 85)
 - ✓ SAFETY ARRANGEMENTS AND PROCEDURAL COMPLIANCE WITH THE OCCUPATIONAL HEALTH AND SAFETY ACT
 - ✓ ACT 85 OF 1993 AND REGULATIONS (TO BE COMPLETED BEFORE WORK COMMENCE)
- C. E/7/1
 - ✓ SPECIFICATIONS FOR WORK ON, OVER, UNDER OR ADJACENT TO RAILWAY LINES AND NEAR HIGH VOLTAGE EQUIPMENT
- D. GENERAL BID CONDITIONS
- E. SUPPLIER CODE OF CONDUCT
- F. TRANSNET OMBUDSMAN INFORMATION

By signing the RFQ documents, the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with all the conditions governing this RFQ, including those contained in any printed form stated to form part hereof and Transnet Limited will recognise no claim for relief based on an allegation that the Respondent overlooked any such condition or failed properly to take it into account for the purposes of calculating tendered prices or otherwise.

SIGNATURE OF RESPONDENTS AUTHORISED REPRESENTATIVE:

**ANNEXURE A: RFQ PTH 53258 FOR
RENOVATE AND PAINT INTERIOR OF OFFICES (INCLUDING ELECTRICAL) ON FIRST
FLOOR TRANSTEL BUILDING (02WA001E) NORTH END, PORT ELIZABETH**

ANNEXURE A : B-BBEE PREFERENCE POINTS CLAIM FORM

This preference form contains general information and serves as a claim for preference points for Broad-Based Black Economic Empowerment [**B-BBEE**] Status Level of Contribution.

1. INTRODUCTION

- 1.1 A total of 20 preference points shall be awarded for B-BBEE Status Level of Contribution.
- 1.2 Failure on the part of a Bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System [**SANAS**] or a Registered Auditor approved by the Independent Regulatory Board of Auditors [**IRBA**] or an Accounting Officer as contemplated in the Close Corporation Act [**CCA**] together with the bid will be interpreted to mean that preference points for B-BBEE Status Level of Contribution are not claimed.
- 1.3 Transnet reserves the right to require of a Bidder, either before a Bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by Transnet.

2. GENERAL DEFINITIONS

- 2.1 "**all applicable taxes**" include value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 "**B-BBEE**" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 "**B-BBEE status of contributor**" means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 "**Bid**" means a written offer in a prescribed or stipulated form in response to an invitation by Transnet for the provision of goods, works or services;
- 2.5 "**Broad-Based Black Economic Empowerment Act**" means the Broad-Based Black Economic Empowerment Act, 2003 [Act No. 53 of 2003];
- 2.6 "**comparative price**" means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration;
- 2.7 "**consortium or joint venture**" means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract;
- 2.8 "**contract**" means the agreement that results from the acceptance of a bid by Transnet;

- 2.9 **"EME"** means any enterprise with an annual total revenue of R5 [five] million or less as per the 2007 version of the B-BBEE Codes of Good Practice and means any enterprise with an annual total revenue of R10 [ten] million or less as per the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928;
- 2.10 **"firm price"** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs and excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **"functionality"** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **"non-firm prices"** means all prices other than "firm" prices;
- 2.13 **"person"** includes reference to a juristic person;
- 2.14 **"QSE"** means any enterprise with an annual total revenue between R5 [five] million and R35 [thirty five] million as per the 2007 version of the B-BBEE Codes of Good Practice and means any enterprise with an annual total revenue of between R10 [ten] million and R50 [fifty] million as per the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928
- 2.15 **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.16 **"subcontract"** means the primary contractor's assigning or leasing or making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.17 **"total revenue"** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, Issued in terms of section 9(1) of the Broad-Based Black Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
- 2.18 **"trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.19 **"trustee"** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The Bidder obtaining the highest number of total points for the evaluation criteria as enumerated in Section 2 of the RFP will be awarded the contract, unless objective criteria justifies the award to another bidder.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 3.3 Points scored will be rounded off to 2 [two] decimal places.
- 3.4 In the event of equal points scored, the Bid will be awarded to the Bidder scoring the highest number of preference points for B-BBEE.

- 3.5 However, when functionality is part of the evaluation process and two or more Bids have scored equal points including equal preference points for B-BBEE, the successful Bid will be the one scoring the highest score for functionality.
- 3.6 Should two or more Bids be equal in all respect, the award shall be decided by the drawing of lots.

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4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

- 4.1 In terms of the Preferential Procurement Regulations, 2011, preference points shall 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 [Maximum 20]
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 4.2 Bidders who qualify as EMEs in terms of the 2007 version of the Codes of Good Practice must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EME's with B-BBEE Status Level Certificates.
- 4.3 Bidders who qualify as EMEs in terms of the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928 are only required to obtain a sworn affidavit on an annual basis confirming that the entity has an Annual Total Revenue of R10 million or less and the entity's Level of Black ownership.
- 4.4 In terms of the 2007 version of the Codes of Good Practice, Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 4.5 In terms of the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928, Bidders who qualify as QSEs are only required to obtain a sworn affidavit on an annual basis confirming that the entity has an Annual Total Revenue of R50 million or less and the entity's Level of Black ownership. Large enterprises must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 4.6 A trust, consortium or joint venture will qualify for points for its B-BBEE status level as a legal entity, provided that the entity submits its B-BBEE status level certificate.
- 4.7 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 4.8 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialised scorecard contained in the B-BBEE Codes of Good Practice.

- 4.9 A person will not be awarded points for B-BBEE status level if it is indicated in the Bid documents that such a Bidder intends subcontracting more than 25% [twenty-five per cent] of the value of the contract to any other enterprise that does not qualify for at least the same number of points that such a Bidder qualifies for, unless the intended subcontractor is an EME that has the capability and ability to execute the subcontract.
- 4.10 A person awarded a contract may not subcontract more than 25% [twenty-five per cent] of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.
- 4.11 Bidders are to note that in terms of paragraph 2.6 of Statement 000 of the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928, any representation made by an entity about its B-BBEE compliance must be supported by suitable evidence or documentation. As such, Transnet reserves the right to request such evidence or documentation from Bidders in order to verify any B-BBEE recognition claimed.

5. B-BBEE STATUS AND SUBCONTRACTING

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

B-BBEE Status Level of Contributor _____ = _____ [maximum of 20 points]

Note: Points claimed in respect of this paragraph 5.1 must be in accordance with the table reflected in paragraph 4.1 above and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or a sworn affidavit in the case of an EME or QSE.

5.2 Subcontracting:

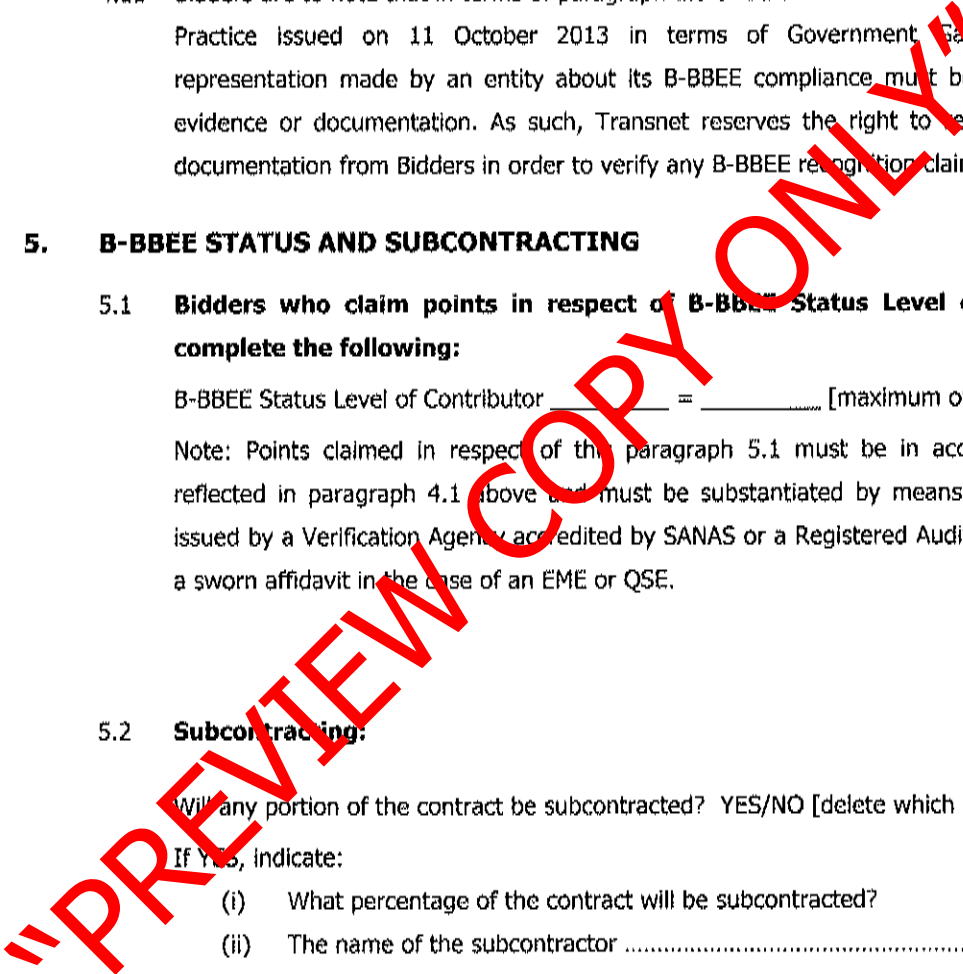
Will any portion of the contract be subcontracted? YES/NO [delete which is not applicable]

If YES, indicate:

- (i) What percentage of the contract will be subcontracted?%
- (ii) The name of the subcontractor
- (iii) The B-BBEE status level of the subcontractor
- (iv) Is the subcontractor an EME? YES/NO

5.3 Declaration with regard to Company/Firm

- (i) Name of Company/Firm.....
- (ii) VAT registration number.....
- (iii) Company registration number.....
- (iv) Type of Company / Firm [TICK APPLICABLE BOX]
 - Partnership/Joint Venture/Consortium
 - One person business/sole propriety
 - Close Corporations



Company (Pty) Ltd

(v) Describe Principal Business Activities

.....
.....
.....
.....

(vi) Company Classification [TICK APPLICABLE BOX]

- Manufacturer
- Supplier
- Professional Service Provider
- Other Service Providers, e.g Transporter, etc

(vii) Total number of years the company/firm has been in business.....

BID DECLARATION

I/we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the company/firm, certify that points claimed, based on the B-BBEE status level of contribution indicated in paragraph 4 above, qualifies the company/firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct.
- (ii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 6 above, the contractor may be required to furnish documentary proof to the satisfaction of Transnet that the claims are correct.
- (iii) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, Transnet may, in addition to any other remedy it may have:
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) restrict the Bidder or contractor, its shareholders and directors, and/or associated entities, or only the shareholders and directors who acted in a fraudulent manner, from obtaining business from Transnet for a period not exceeding 10 years, after the *audi alteram partem* [hear the other side] rule has been applied; and/or
 - (e) forward the matter for criminal prosecution.

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WITNESSES:

- 1.
- 2.

SIGNATURE OF BIDDER

DATE:.....

COMPANY NAME:

ADDRESS:.....

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