



RFQ NUMBER
CENTRAL/JHB/05/2009

DESCRIPTION

**WASTEBIN SERVICE AT VARIOUS BUILDINGS
FOR A
PERIOD OF ONE YEAR.**

ISSUE DATE: 17 MARCH 2009
CLOSING DATE: 24 MARCH 2009
(10H00)

**CLOSING VENUE : (TENDER BOX) ALLOCATED AT THE ASO OFFICE,
TRANSNET FREIGHT RAIL TENDER ADVICE CENTRE, LEVEL 100,
150 COMMISSIONER STREET CARLTON CENTRE, JOHANNESBURG.**



REQUISITION FOR QUOTATION

SUPPLY CHAIN SERVICES
 Contact Beverley Ramaru
 TEL: (011) 308-1477
 FAX: (011) 774-9841

MESSRS:
 ADDRESS :

Tel (011)
 Fax (011)

ISSUE DATE 17-03-09
 CLOSING DATE 24-03-2009 (10h00)

Prices in South African currency, including all costs.			
to consignee			
ITEM NO:	DESCRIPTION	QTY	Price Per Month
	WASTEBIN SERVICE AT VARIOUS BUILDINGS FOR A PERIOD OF ONE YEAR	9	
	1 x 6 cubic meter		
	Please Quote As per Specification Attached (Annexure A)		
1	PRICE PER 2 LIFTS		R
	RENTAL PER MONTH		R
	TOTAL PRICE FOR RENTAL AND LIFTINGS FOR EACH BIN		R
	TOTAL PRICE FOR A YEAR		R

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price must be V.AT. Excluded.
 DELIVERY: Various Buildings
 CONTACT: Ms Beverley Ramaru
 Ms Amanda Gerber (011) 330-6008

NB.
 Please attach the following documents :
Valid Tax Clearance Certificate
 BBBEE Scoring Card

Signature of Tender : _____ Date _____

ANNEXURE A

PRICE SCHEDULE

SITE TO PLACE BINS	Per lifts	2	Rental per month	Total price for rental and lift
1 x bin at Store Street 2, Germiston				
1 x bin next to parking lot at Germiston loco				
2 X bins at Vickers Bridge				
1 x bin at bogel				
1 x bin at controle point 769 East Departure				
1 x bin at control point 814 City Deep Market				
1 x bin at new loco Kaserne				
1 x bin at Natalspruit yard, Alrode				

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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. Copy of 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 (ABVA 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 ABVA 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 ABVA 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 ABVA Member).
- d) **To avoid PAYE tax being automatically deducted from any invoices received from you**, you must also contact the Transnet person who lodged this request on your behalf, so as to be correctly classified in terms of Tax legislation.
- e) Unfortunately, **No payments can be made to a vendor** until the vendor has been registered, and no vendor can be registered until the vendor application form, together with its supporting documentation, has been received and processed.
- f) **Please return the completed Supplier Declaration Form (SDF) together with the required supporting documents mentioned above to the Transnet Official who is intending to procure your company's services/products in order that he/she should complete and Internal Transnet Departmental Questionnaire before referring the matter to the appropriate Transnet Vendor Master Office.**

Regards,

Transnet Vendor/Supplier Management [please substitute this with your relevant Transnet department before sending this document out]

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							
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 8 / Unknown)							
How many personnel does the firm employ				Permanent	Part time		
Name of person procuring your services/products							
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.			

NB: 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.

Internal Transnet Departmental Questionnaire *(for office use only)*

NB: "Once-off vendor" will only be created for extraordinary circumstances, i.e. derailments and other emergency situations. Note that only one (1) purchase order must be created against a "once-off vendor". Should the need arise to use a "once-off vendor" again, then an updated SDF together with the required documentation, is required for a "trade vendor" to be created

Section 1: To be completed by the Transnet Requesting / Sourcing Department															
Vendor Name						Vendor Number									
TFR	TRE	TPT	TPL	TNPA	TCP	TRN									
Create	Unblock	Amend	Extend	Once-Off / Emergency Request											
Supplier's trading name															
Supplier's registered name															
Please indicate if the Supplier has a contract with sourcing Transnet OD										Yes	No				
If yes please submit / furnish details of such a contract (together with the SDF)															
a) What is being procured from the supplier?															
i. Products only		Yes	No												
ii. Services only		Yes	No												
iii. Labour only		Yes	No												
iv. Mix of services and products		Yes	No												
v. Mix of services and labour		Yes	No												
b) If your answer is YES to questions II, III, IV or V in paragraph a) above, please indicate whether the relevant PAYE questionnaires have been forwarded to the appropriate Transnet Operational Divisions' decision making bodies / Strategic Supply Management team for a directive /decision on tax withholding from payments to this supplier.															
Yes		No													
c) If your reply to (b) is "NO" , please furnish reasons :															
d) Advise on the Detailed Procurement Process (DPP) / Procurement Mechanism that was followed (Please also take into consideration the revised P2P value/strategy as set out in the Weekly News Bulletin dated 6 October 2008 on the Intranet)															
Name		Grade		Date				Signature							
				Y	Y	Y	Y	M	M	D	D				
Section 2: To be completed by the BEE Department <i>(this section is for Confirmation/Determining of BEE Status)</i>															
NARROW BASED (NB)				BROADBASED (BBBEE)											
BEE O/S	BWBE	DPBE	MR	CONTB. LEVEL	EME: <R5m	QSE: >R5m <R35m	LARGE: >R35m	VALIDITY DATE							
Name		Grade		Date				Signature							
				Y	Y	Y	Y	M	M	D	D				
				Y	Y	Y	Y	M	M	D	D				
Section 3: To be completed by Supplier Management															
I hereby approve		disapprove		this application											
Name		Grade		Date				Signature							
				Y	Y	Y	Y	M	M	D	D				
Vendor Number		Date captured on SAP				Recon Account									

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