

**RFQ NUMBER**  
**CENTRAL/JHB/23/2009**

**DESCRIPTION**

**RENOVATIONS AT OLD  
P & T DEPOT IN ZEERUST  
(CIVIL WORK)**

**ISSUE DATE:** 28 APRIL 2009

**CLOSING DATE:** 12 MAY 2009

(10H00)

**INFORMATION SESSION :6<sup>TH</sup> MAY 2009**

**TIME :12H00**

**VENUE :ZEERUST STATION**

**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**

MESSRS: .....  
ADDRESS : .....  
.....  
.....

Tel (011)  
Fax (011)

ISSUE DATE 28-04-09

CLOSING DATE 12-05-09 (10h00)

SUPPLY CHAIN SERVICES

Contact : GLADYS CELE  
TEL: (011) 584-0597  
FAX: (011) 774-9828

Prices in South African currency, including all costs.		
to consignee		
ITEM NO:	DESCRIPTION	QTY
	<b>RENOVATIONS AT OLD P &amp; T DEPOT (ZEERUST) (CIVIL)</b>	
	<b>INFORMATION SESSION AND SITE INSPECTION WILL BE HELD AT Zeerust Station Building</b>	
	<b>Please Quote As per Specification Attached (Annexure A)</b>	
<b>1</b>	<b>TOTAL PRICE FOR THE PROJECT</b>	
	<b>NB : PLEASE ATTACH YOUR REFERENCES FOR THE WORK PREVIOUSLY DONE</b>	

**PREVIEW COPY ONLY**

**FRAUD HOTLINE**

Transnet strives to be fair, equitable and just in all its dealings with tenderers. As such we encourage all tenderers to report any practice, activity or information that they are aware of or become aware of which may result in any perception of or actual fraud being committed against or in the name of Transnet. The hotline details are: -

Hotline telephone: 0800 003 056

Email: [transnet@tip-offs.com](mailto:transnet@tip-offs.com)

Fax: 0800 007 788

All information received will be treated with the utmost confidentiality

**PREVIEW COPY ONLY**

**INFORMATION SESSION**

Information session and site meeting will be held at the following venue:

Time : 12h00  
Date : 06 May 2009  
Venue : Zeerust Station Building  
  
Town/City : Zeerust

Information session is compulsory and companies not attending **might be overlooked** during the tender process.

**Contact person for the information session and site visit attendance and directions:**

Contact Person : Eugene De Jager Tel.: 083 704 1794.

**1 ATTENDANCE CERTIFICATE**

This is to certify that .....

Representative/s of .....

Has/have today attended the information session in respect of the proposed:

.....

.....

TRANSNET'S REPRESENTATIVE  
REPRESENTATIVE

TENDERER'S

DATE : .....

## 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)							
<b>BEE Ownership Details</b>							
% Black Ownership		% Black women ownership		% Disabled person/s ownership			
Does your company have a BEE certificate			Yes		No		
What is your broad based BEE status (Level 1 to 8 / Unknown)							
How many personnel does the firm employ			Permanent		Part time		
Name of person procuring your services/products							
Contact number							
Transnet operating division							
<b>Duly Authorised To Sign For And On Behalf Of Firm / Organisation</b>							
Name				Designation			
Signature				Date			
<b>Stamp And Signature Of Commissioner Of Oath</b>							
Name				Date			
Signature				Telephone No.			

**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 (this section is for Confirmation/Determining of BEE Status)**

NARROW BASED (NB)				BROADBASED (BBBEE)				VALIDITY DATE
BEE O/S	BWBE	DPBE	MR	CONTB. LEVEL	EME: <R5m	QSE: >R5m <R35m	LARGE: >R35m	

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			

**RFQ NUMBER**  
**CENTRAL/JHB/23/2009**

**DESCRIPTION**

**RENOVATIONS AT OLD  
P & T DEPOT IN ZEERUST  
(CIVIL WORK)**

**ISSUE DATE:** 28 APRIL 2009

**CLOSING DATE:** 12 MAY 2009

(10H00)

**INFORMATION SESSION :6<sup>TH</sup> MAY 2009**

**TIME :12H00**

**VENUE :ZEERUST STATION**

**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**

MESSRS: .....

ADDRESS : .....

.....

.....

Tel (011)  
Fax (011)

ISSUE DATE 28-04-09

CLOSING DATE 12-05-09 (10h00)

SUPPLY CHAIN SERVICES

Contact : GLADYS CELE  
TEL: (011) 584-0597  
FAX: (011) 774-9828

Prices in South African currency, including all costs.		
to consignee		
ITEM NO:	DESCRIPTION	QTY
	<b>RENOVATIONS AT OLD P &amp; T DEPOT (ZEERUST) (CIVIL)</b>	
	<b>INFORMATION SESSION AND SITE INSPECTION WILL BE HELD AT Zeerust Station Building</b>	
	<b>Please Quote As per Specification Attached (Annexure A)</b>	
<b>1</b>	<b>TOTAL PRICE FOR THE PROJECT</b>	
	<b>NB : PLEASE ATTACH YOUR REFERENCES FOR THE WORK PREVIOUSLY DONE</b>	

PREVIEW COPY ONLY

---

**FRAUD HOTLINE**

Transnet strives to be fair, equitable and just in all its dealings with tenderers. As such we encourage all tenderers to report any practice, activity or information that they are aware of or become aware of which may result in any perception of or actual fraud being committed against or in the name of Transnet. The hotline details are: -

Hotline telephone: 0800 003 056

Email: [transnet@tip-offs.com](mailto:transnet@tip-offs.com)

Fax: 0800 007 788

All information received will be treated with the utmost confidentiality

**PREVIEW COPY ONLY**

**INFORMATION SESSION**

Information session and site meeting will be held at the following venue:

- Time : 12h00
- Date : 06 May 2009
- Venue : Zeerust Station Building
  
- Town/City : Zeerust

Information session is compulsory and companies not attending **might be overlooked** during the tender process.

**Contact person for the information session and site visit attendance and directions:**

Contact Person : Eugene De Jager Tel.: 083 704 1794.

**1 ATTENDANCE CERTIFICATE**

This is to certify that .....

Representative/s of .....

Has/have today attended the information session in respect of the proposed:

.....

TRANSNET'S REPRESENTATIVE  
REPRESENTATIVE

.....

TENDERER'S

DATE : .....

## 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)							
<b>BEE Ownership Details</b>							
% Black Ownership		% Black women ownership		% Disabled person/s ownership			
Does your company have a BEE certificate			Yes		No		
What is your broad based BEE status (Level 1 to 8 / Unknown)							
How many personnel does the firm employ			Permanent		Part time		
Name of person procuring your services/products							
Contact number							
Transnet operating division							
<b>Duly Authorised To Sign For And On Behalf Of Firm / Organisation</b>							
Name				Designation			
Signature				Date			
<b>Stamp And Signature Of Commissioner Of Oath</b>							
Name				Date			
Signature				Telephone No.			

**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 (this section is for Confirmation/Determining of BEE Status)**

NARROW BASED (NB)				BROADBASED (BBBEE)				VALIDITY DATE
BEE O/S	BWBE	DPBE	MR	CONTB. LEVEL	EME: <R5m	QSE: >R5m <R35m	LARGE: >R35m	

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			